

AGENDA
Sapulpa Public Schools
Regular Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Monday, July 12, 2021 at 11:00 AM

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

- I. Call the Meeting to Order and Pledge of Allegiance to the American Flag.
- II. Reorganization of the Board of Education.
 - A. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the Board President.
 - B. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the First Vice President.
 - C. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the Second Vice President.
- III. Formal Adoption of the Agenda
 - A. Motion, discussion, and vote on motion to formally adopt the Agenda.
- IV. Consent Agenda
 - A. Approval of the 6.14.2021 Board Meeting Minutes.
 - B. Approval of 2020-21 General Fund Purchase Order Encumbrance numbers 854 through 868.
 - C. Approval of 2020-21 General Fund Purchase Order Encumbrance number 354 added back for approval of the increased amount.
 - D. Approval of 2020-21 Building Fund Purchase Order Encumbrance numbers 187 through 190.
 - E. Approval of 2020-21 Building Bond Fund 32 Purchase Order Encumbrance number 4.
 - F. Approval of 2020-21 Bond Fund 33 Purchase Order Encumbrance numbers 43 through 49.
 - G. Approval of 2021-22 General Fund Purchase Order Encumbrance numbers 1 through 81.
 - H. Approval of 2021-22 Building Fund Purchase Order Encumbrance numbers 1 through 43.

- I. Approval of 2021-22 Child Nutrition Fund Purchase Order Encumbrance numbers 1 through 31.
- J. Approval of 2021-22 Bond Fund 33 Purchase Order Encumbrance numbers 1 through 3.
- K. Approval of 2021-2022 Bond Fund 36 Purchase Order Encumbrance number 1.
- L. Approval of the monthly financial reports of the School Activity Funds account.
- M. Approval of the Treasurer's Report on the status of Funds and Investments.
- N. Approval of designating American Heritage Bank as the depository bank for Sapulpa Public Schools appropriated funds and Activity Accounts with First United Bank.
- O. Approval for the renewal of lease-purchase for LED Project, \$180,089.99, with American Heritage Bank, for the fiscal year ending on June 30, 2022.
- P. Approval for renewal of lease-purchase for Softball Lighting, \$54,912.98, with American Heritage Bank, for the fiscal year ending on June 30, 2022.
- Q. Approval of 2021-22 Child Nutrition Bread Bids.
- R. Approval of 2021-22 Uniform Bid for Child Nutrition.
- S. Approval of 2021-22 renewal of ImpactTulsa MOU.
- T. Approval of 2021-22 renewal of OSSBA Superintendent Evaluation Tool.
- U. Approval of 2021-22 CCOSA Legal Assistance for School Districts Program Agreement.
- V. Approval of 2021-22 Tulsa Tech eSchool Network MOU for Edgenuity (Virtual Academy grades 6-12).
- W. Approval of 2021-22 OSDE Contract with Sapulpa Public Schools for professional development and support in implementing science curricular units in the classroom.
- X. Approval of 2021-22 Special Services Agreement between United Community Action Head Start and Sapulpa Public Schools.
- Y. Approval of 2021-22 PLTW (Project Lead the Way) Agreement.
- Z. Approval of updated quote from PowerSchool for the 2021-22 SIS & Hosting renewal.
- AA. Approval of 2021 quotes from Powerschool for review of customizations and "test server" hosting services.
- BB. Approval of 2021-22 Tiger Inc. Natural Gas Purchase Agreement with Sapulpa Public Schools.
- CC. Approval of 2021-22 Elevator Contract renewal through Schindler Elevator Corporation.
- DD. Approval of 2021-22 Daybreak Family Services Letter of Agreement with Sapulpa Public Schools.
- EE. Approval of 2021-22 Prom venue Agreement with Glenpool Conference Center.
- FF. Approval of 2021-22 renewal of Youth Services of Creek County MOU with Sapulpa Public Schools.
- GG. Approval of 2022 Shawnee Invitational Basketball Tournament Contract for Girls Basketball.

- HH. Approval of 2021 Bixby Girls Basketball Invitational Tournament Contract for Girls Basketball.
- II. Approval of 2021 Neosho Holiday Classic Basketball Contract for Boys Basketball.
- JJ. Approval of 2021 Bishop Kelley High Basketball Invitational Tournament Contract for Boys Basketball.
- KK. Approval of 2022 Lincoln Christian Invitational Tournament Contract for Boys and Girls Basketball.
- LL. Approval of Declaration of Surplus
 - 1. High School-153 Art History Textbooks: Discovering Art History
 - 2. Athletics
 - a. Old Basketball Goals from Woodlawn Cheer Gym
 - b. Old Wrestling Mat Lift/Pulley System
- MM. Approval of Fundraisers as per attachment.
- V. Hearing from the Public
- VI. Information & Discussion Items
 - A. Superintendent Comments
- VII. Action Items
 - A. New Business - items not known or foreseen when agenda was posted
 - B. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated May 1, 2015, between the District and Creek County Educational Facilities Authority for the fiscal year ending June 30, 2022, as required under the provisions of the agreement. (Lease Revenue Bond continuance)
 - C. Discussion, motion, and vote on a motion to approve/disapprove a purchase agreement for Chieftain Center video scoreboard and sound board updates with Daktronics as per attachment.
 - D. Discussion, motion, and vote on a motion to approve/disapprove a purchase agreement for Collins Stadium video scoreboard and sound board updates with Daktronics as per attachment.
 - E. Discussion, motion, and vote on a motion to approve/disapprove the lease purchase agreements with American Heritage Bank to finance scoreboards and sound board updates at the Chieftain Center and Collins Stadium and authorize the Superintendent and/or designee to sign the finance agreement on behalf of the school district as per attachment.
 - F. Discussion of Student Handbooks as a first read.
 - 1. Sapulpa High School
 - 2. Bartlett Academy
 - 3. Sapulpa Jr. High School
 - 4. Sapulpa Middle School
 - 5. Sapulpa Elementary Schools
 - G. Proposed Executive Session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
 - 1. Vote to convene in Executive Session.
 - 2. To acknowledge the Board has returned to Open Session.

3. Statement of Executive Session Minutes.

VIII. Personnel

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

IX. Adjournment

Regular Meeting of The Board of Education Independent School District Number
33, Creek County

Monday, June 14, 2021 12:00 PM

Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge Allegiance to the Flag.

President Melinda Ryan called the meeting to order at 12 pm. Assistant
Superintendent Johnny Bilby lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda.

II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.

To formally adopt the Agenda passed with a motion by Steve McCormick
and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of 5.10.2021 Regular Board Meeting Minutes.

III.B. Approval of 2020-21 General Fund Purchase Order Encumbrance
numbers 807 through 853.

III.C. Approval of 2020-21 Building Fund Purchase Order Encumbrance
numbers 174 through 186. PO 174 was added back for approval of the increased
amount.

III.D. Approval of 2020-21 Child Nutrition Fund Purchase Order Encumbrance
number 69 through 72.

III.E. Approval of 2020-21 Building Bond Fund 32 Purchase Order
Encumbrance numbers 2 and 3.

III.F. Approval of the 2020-21 Bond Fund 33 Purchase Order Encumbrance
numbers 36 through 42.

III.G. Approval of 2020-21 Transportation Bond Fund 39 Purchase Order
Encumbrance number 1.

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

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

III.J. Approval of a School Membership with Oklahoma State School Boards Association (OSSBA) for 2021-22 school year.

III.K. Approval of Assemble Paperless Meeting Subscription with Oklahoma State School Boards Association (OSSBA) for 2021-22 school year.

III.L. Approval of 2021-22 OSSBA Policy Services.

III.M. Approval of renewing the 2021-22 Workers Compensation Insurance with the Oklahoma School Assurance Group (OSAG).

III.N. Approval of renewing the 2021-22 School District Comprehensive Insurance Policy with Oklahoma Schools Insurance Group (OSIG).

To approve the renewal with the adjustment of premiums to \$25,000 AOP and \$50,000 wind/hail passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

III.O. Approval of a 2021-22 Muscogee (Creek) Nation Local Head Start Agreement for special education services.

III.P. Approval of a 2021-22 Legal Contract with Christina Evans, Orientation and Mobility Specialist.

III.Q. Approval of a 2021-22 Legal Contract with Cindy Lumpkin, Consultant, to serve district children with visual disabilities.

III.R. Approval of a 2021-22 Legal Contract with Therapy Works, Physical Therapy Services.

III.S. Approval of a 2021-22 Legal Contract with Jeanne Pease to provide consultant services for our hearing impaired students.

III.T. Approval of 2021-22 Legal Contract with Casey Newman to provide educational audiology consultant services.

III.U. Approval of 2021-22 Legal Contract with Leah Gruns to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.

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

III.V.1. Liberty TAPS

III.V.2. Jefferson Heights TAPS

III.V.3. Holmes Park Elementary TAPS

III.V.4. Sapulpa Ping Pongs Booster Club

III.V.5. Sapulpa HS Band Booster Club

III.V.6. Sapulpa HS Baseball Booster Club

III.V.7. Sapulpa HS Softball Booster Club

III.V.8. Sapulpa FFA Booster Club

III.W. Approval of 2021-22 BorderLAN Security Agreement for internet filtering service and classroom management system.

III.X. Approval of Microsoft Licensing renewal for the 2021-22 school year.

III.Y. Approval to accept payment from Sapulpa Baseball Booster for Steve Irvine and Chad Nichols 2021-22 Summer Program payments.

III.Z. Approval of 2021-22 Subscription Renewal with Vernon Florence Consulting Company.

III.AA. Approval of renewal for the E-Rate Letter of Agency, authorizing Kellogg and Sovereign Consulting to act on our behalf for the 2022-23 e-rate cycle.

III.AB. Approval of 2021-22 renewal of Ellevation Subscription Agreement with Sapulpa Public Schools.

III.AC. Approval of 2021-22 Cost Reduction Agreement with Utility Rebate Consultants, Inc.

III.AD. Approval of 2021-22 Picture Agreements.

III.AD.1. Sapulpa Middle School with Ruth Kelly Studio

III.AD.2. Freedom Elementary with Focused School Photography.

III.AE. Approval of 2021-22 Athletic Training Services Donation Agreement through Tulsa Bone & Joint.

III.AF. Approval of 2021-22 Lone Star Co-Op Application for Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Golf, Soccer, and Tennis.

III.AG. Approval of 2021-22 renewal of IDEMIA, Oklahoma Enrollment Services Statewide for employee background checks.

III.AH. Approval of 2021-22 Training Site Agreement between Oklahoma State University Fire Service Training and Sapulpa Public Schools, Lori Garden-CPR Training.

III.AI. Approval of 2021-22 Cummins Sales and Service contract with Sapulpa Public Schools, generator systems provider for Holmes Park.

III.AJ. Approval to remove Nancy Sitler and add Hayley Holmes as a signer to the American Heritage Bank Child Nutrition Clearing account ending in 2843, effective immediately.

III.AK. Approval to open contract negotiations with United Sapulpa Educators and United Sapulpa Educators Support Personnel for the 2021-22 school year.

III.AL. Approval to accept a generous donation of \$525.00 from the Central Bank of Oklahoma for the Football Booster Club.

III.AM. Approval to accept the generous donation of \$500 to establish the "Angel in the Outfield" Scholarship in Honor of Carl Henderson, Jr.

III.AN. Approval of Declaration of Surplus

III.AN.1. IT Surplus

III.AO. Out of State Activity Trips

III.AO.1. Choir

III.AO.2. Cross Country

III.AO.3. Volleyball

III.AO.4. Band

III.AO.5. Football

III.AO.6. Liberty STEM Club

III.AP. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-AP, with the removal of item N passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards:	Yea
Melinda Ryan:	Yea
Yea: 4, Nay: 0, Absent: 1	

IV. Hearing from the Public

None

V. Information & Discussion Items

V.A. Superintendent Comments

Superintendent Rob Armstrong started his comments with what a great year it's been. He thanked guests for coming and shared that the District had received an award at the annual Chamber Awards dinner. The award was the 2021 Innovator of the Year.

VI. Action Items

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

VI.B. Vote to approve/disapprove the following Open Transfers for the 2021-22 school year as per attachment.

To approve the following Open Transfers for the 2021-22 school year as per attachment passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea
Yea: 4, Nay: 0, Absent: 1	

VI.C. Discussion, motion, and vote on a motion to approve/disapprove an addendum to the District's 2021-22 Return to Learn Plan.

To approve an addendum to the District's 2021-22 Return to Learn Plan passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea
Yea: 4, Nay: 0, Absent: 1	

VI.D. Proposed executive session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, and employment contract of Rob

Armstrong, Superintendent of schools, as authorized by 25 O.S. Section 307(B)(1) and (B)(7) of the Oklahoma Open Meeting Act.

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

To convene in Executive Session at 12:45 pm passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

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

President Melinda Ryan acknowledged the Boards return to Open Session at 1:22 pm.

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

The Board of Education went into Executive Session at 12:45 pm to discuss Personnel listed, to conduct ongoing evaluation of the Superintendent, and employment contract of Rob Armstrong , Superintendent of Schools, as authorized by 25 O.S. Section 307 (B)(1) and (B)(7) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 1:22 pm. Present in Executive Session were Larry Hoover, Wayne Richards, Steve McCormick, Melinda Ryan, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VII. Personnel

VII.A. Vote to approve/disapprove employing Personnel as per attachment.

To approve employing Personnel as per attachment passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VII.B. Vote to approve/disapprove added 2021 Summer Program Employees as per attachment.

To approve added 2021 Summer Program Employees as per attachment passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea
Yea: 4, Nay: 0, Absent: 1	

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

Dawn Duncan

To approve the offer of employment to an individual to serve as Principal at Sapulpa Middle School, with such employment subject to a mutually acceptable and fully executed written contract of employment passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea
Yea: 4, Nay: 0, Absent: 1	

VII.D. Discussion, motion, and vote to approve/disapprove the offer of employment to an individual to serve as Head Boys High School Soccer Coach, with such employment subject to a mutually acceptable and fully executed written contract of employment.

Kenny Kinzer

To approve the offer of employment to an individual to serve as Head Boys High School Soccer Coach, with such employment subject to a mutually acceptable and fully executed written contract of employment passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea
Yea: 4, Nay: 0, Absent: 1	

VII.E. 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.

To approve extended contract of Rob Armstrong with updated document changes passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

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

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

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VIII. Adjournment.

To adjourn at 1:26 pm passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 354 - 354, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	354	10/01/2020	60139	OSSBA	BOARD MEMBER TRAINING	1,070.00
Non-Payroll Total:						\$1,070.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,070.00

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 4 - 999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	4	06/23/2021	54139	VARSITY BRANDS HOLDING CO INC.	ATHLETIC EQUIP - UNDER CONTRACT	30,982.95
Non-Payroll Total:						\$30,982.95
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$30,982.95

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2021	60139	OSSBA	DISTRICT FEES, POLICY SUBSCRIPTION	4,350.00
11	2	07/01/2021	60139	OSSBA	SUPERINTENDENT EVALUATION TOOL	200.00
11	3	07/01/2021	206	CITY OF SAPULPA	WATER/SEWER SERVICE-DISTRICT	32,000.00
11	4	07/01/2021	206	CITY OF SAPULPA	LEASE AGREEMENT-BASEBALL FIELD	1.00
11	5	07/01/2021	206	CITY OF SAPULPA	LEASE AGREEMENT-BASEBALL INFIELD	1.00
11	6	07/01/2021	30413	COX BUSINESS SERVICES	ADMIN BUSINESS TV/FAX SVC	250.00
11	7	07/01/2021	30413	COX BUSINESS SERVICES	DISTRICT PHONE SERVICE-1ST SEM	36,000.00
11	8	07/01/2021	5015	CREEK COUNTY RWD #2	WATER SERVICE-AG FACILITY	1,500.00
11	9	07/01/2021	1388	CONSOLIDATED RURAL WATER DIS #3	WATER SERVICE JEFF HTS/SOCCER	7,000.00
11	10	07/01/2021	797	OKLAHOMA NATURAL GAS CO.	NATURAL GAS SERVICE - DISTRICT	10,000.00
11	11	07/01/2021	1842	PREFERRED BUSINESS SYSTEMS, LLC	DISTRICT COPIERS/COPIES, SUPPLIES	5,000.00
11	12	07/01/2021	9098	SAPULPA RURAL WATER CO.	WATER SERVICE-FREEDOM	3,500.00
11	13	07/01/2021	3826	SECURITY BANK CARD CENTER INC	STAMPED ENVELOPES-ADMIN	1,200.00
11	14	07/01/2021	2269	SUPERIOR LINEN SERVICE	LINEN SERVICE-SPEC NEEDS CLASSES	2,500.00
11	15	07/01/2021	700	INSURICA	BOND/POLICY COVERAGE	3,200.00
11	16	07/01/2021	700	INSURICA	ACCIDENT COVERAGE AG ED	300.00
11	17	07/01/2021	943	VERIZON WIRELESS	IT DEPARTMENT MI-FI	2,400.00
11	18	07/01/2021	943	VERIZON WIRELESS	ENGINEERING/ROBOTICS MIFI	480.12
11	19	07/01/2021	60139	OSSBA	ASSEMBLE ANNUAL SUBSCRIPTION	1,500.00
11	20	07/01/2021	3328	WASTE MANAGEMENT OF OKLAHOMA, INC.	DISTRICT TRASH DUMPSTERS-1ST SEMESTER	29,000.00
11	21	07/01/2021	3069	VERNON FLORENCE CONSULTING CO. INC	NEWSLETTER SUBSCRIPTION-ADMIN	120.00
11	22	07/01/2021	2539	BLUE RIBBON FORMS	LASER CHECKS-ACCTS PAYABLE/PAYROLL	300.00
11	23	07/01/2021	235	CCOSA-COOP COUNCIL OK SCH	TLE ADMINSTRATOR'S TRAINING SESSIONS	1,200.00
11	24	07/01/2021	2529	CREEK CO TREASURER	AD VALOREM TAX	90,000.00
11	25	07/01/2021	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	PAYROLL FORMS	900.00
11	26	07/01/2021	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	CONTRACTED SERVICES	16,233.50
11	27	07/01/2021	793	OK EMP SECURITY COMM	BENEFITS PAID	6,000.00
11	28	07/01/2021	857	POSTMASTER, SAPULPA, OKLA	POSTAGE FOR DISTRICT	1,000.00
11	29	07/01/2021	874	QUILL CORPORATION	ADMIN OFFICE SUPPLIES	1,000.00
11	30	07/01/2021	1818	MERRIFIELD OFFICE SUPPLY	ADMIN SUPPLIES	1,000.00
11	31	07/01/2021	2212	POWERSCHOOL GROUP LLC	SOFTWARE RENEWAL	27,583.46

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	32	07/01/2021	2524	ROSENSTEIN FIST & RINGOLD	PROFESSIONAL LEGAL SERVICES-DISTRICT	10,000.00
11	33	07/01/2021	940	LAWRENCE COUNTY NEWSPAPERS, INC.	DISTRICT ADS	800.00
11	34	07/01/2021	32003	ST. JOHN URGENT CARE CLINICS	PERSONNEL DRUG SCREENINGS	2,500.00
11	35	07/01/2021	31018	SAPULPA JROTC	EQUIPMENT LEASE	1.00
11	36	07/01/2021	4247	UMB BANK N.A.	BOND AGENT FEES	600.00
11	37	07/01/2021	3826	SECURITY BANK CARD CENTER INC	ADMIN OFFICE/BUILDING SUPPLIES	600.00
11	38	07/01/2021	2187	OKASBO	INSTITUTIONAL MEMBERSHIP-FINANCE	675.00
11	39	07/01/2021	4816	BLEDSON, HEWETT & GULLEKSON	DISTRICT AUDITING SERVICES	9,200.00
11	40	07/01/2021	60139	OSSBA	ADMIN TRAINING	500.00
11	41	07/01/2021	2571	SAPULPA CHAMBER OF COMMER	DISTRICT MEMBERSHIP FEE	410.00
11	42	07/01/2021	2111	LANGUAGE LINE SERVICES	TRANSLATION SERVICES	200.00
11	43	07/01/2021	54123	FRONTLINE TECHNOLOGIES GROUP LLC	DISTRICT AESOP	13,630.12
11	44	07/01/2021	797	OKLAHOMA NATURAL GAS CO.	GAS TRANSPORT-6 SITES	9,000.00
11	45	07/01/2021	30840	OSIG	PROPERTY INS - DISTRICT	457,362.00
11	46	07/01/2021	8811	OSAG	WORKER'S COMPENSATION	150,000.00
11	47	07/01/2021	60139	OSSBA	BOARD MEMBER TRAINING	600.00
11	48	07/01/2021	3040	DATA MANAGEMENT, INC	TIMECLOCK SERVICE RENEWAL	12,000.00
11	49	07/01/2021	3826	SECURITY BANK CARD CENTER INC	GASOLINE-DISTRICT VEHICLES	10,000.00
11	50	07/01/2021	3826	SECURITY BANK CARD CENTER INC	DIESEL-DISTRICT BUSES/VEHICLES	30,000.00
11	51	07/01/2021	3826	SECURITY BANK CARD CENTER INC	NEW EMPLOYEE BACKGROUND CHECKS	2,500.00
11	52	07/01/2021	7049	PIKEPASS CUSTOMER SERVICE CTR	DISTRICT PIKEPASS FEES	2,500.00
11	53	07/01/2021	39892	POWERSCHOOL GROUP, LLC	TESTING SERVER	2,613.70
11	54	07/01/2021	3826	SECURITY BANK CARD CENTER INC	SIF AGENT FOR DESTINY	1,000.00
11	55	07/01/2021	107	TELECOMP HOLDINGS INC.	VMWARE SUPPORT	1,156.00
11	56	07/01/2021	943	VERIZON WIRELESS	788-MIFIS FOR STUDENT USE	5,000.00
11	57	07/01/2021	3826	SECURITY BANK CARD CENTER INC	JOM CLASSROOM AND OFFICE SUPPLIES	987.70
11	58	07/01/2021	165	ANDREA N. GILLIS	REIMB-IDENTOGO FEE	57.25
11	59	07/01/2021	39350	TIGER INC	NATURAL GAS TRANSPORT	20,000.00
11	60	07/01/2021	3826	SECURITY BANK CARD CENTER INC	Mosyle Mobile Device Manager for Apple Devices	2,662.00
11	61	07/01/2021	235	CCOSA-COOP COUNCIL OK SCH	LEGAL ASSISTANCE AGREEMENT 21-22	1,000.00
11	62	07/01/2021	691	GLOBAL COMPLIANCE NETWORK	ONLINE REQUIRED PD TRAINING PLATFORM	1,000.00
11	63	07/01/2021	80267	KATHERINE A STUFFLEBEAM	615-Sped-Travel Reimbursement	1,000.00
11	64	07/01/2021	3826	SECURITY BANK CARD CENTER INC	011-District-CPR Card Fees	225.00
11	65	07/01/2021	80464	LEAH K GRUNS	011-SLP Contract Services	43,000.00
11	66	07/01/2021	3078	JEANNE M. PEASE	011-Sped-Hearing Impairment Contract Services	1,500.00

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	67	07/01/2021	3100	CASEY NEWMAN	011-Sped-Educational Audiology Contract Services	1,000.00
11	68	07/01/2021	3153	MOBILIZED VISION, LLC	011-Sped-Orientation & Mobility Contract Services	4,000.00
11	69	07/01/2021	104	SUPERIOR VISION CONSULTING LLC	011-Sped-Vision Impairment Contract Services	8,000.00
11	70	07/01/2021	30476	THERAPY WORKS	011-Sped-Physical Therapy Contract Services	18,000.00
11	71	07/01/2021	893	N2Y LLC	621-Sped-N2Y Curriculum	927.72
11	72	07/07/2021	8318	AMAZON	621-Sped-Supplies and Materials	500.00
11	73	07/01/2021	3826	SECURITY BANK CARD CENTER INC	621-Sped-P-Card-Teacher Pay Teachers	300.00
11	74	07/01/2021	3826	SECURITY BANK CARD CENTER INC	621-Sped-P-Card-Supplies and Materials	500.00
11	75	07/01/2021	31629	NCS PEARSON, INC.	621-Sped-Q-Interactive Subtests	3,000.00
11	76	07/01/2021	31629	NCS PEARSON, INC.	641-Sped-Q-Interactive Licenses	1,200.00
11	77	07/01/2021	1999	GORDON STOWE	621-Sped-Annual Audiometer Maintenance	1,000.00
11	78	07/01/2021	943	VERIZON WIRELESS	621-Sped-Verizon MiFi Service	500.00
11	79	07/07/2021	3826	SECURITY BANK CARD CENTER INC	REPAIR TO DIRECTOR OF SUPPORT SVC VEHICLE	3,000.00
11	80	07/07/2021	3186	COUNTRYSIDE DIESEL REPAIR LLC	BUS 36 PARTS & REPAIR	1,521.75
11	81	07/07/2021	3826	SECURITY BANK CARD CENTER INC	DOOR HANDLE/TRUCK 206	450.00

Non-Payroll Total: **\$1,123,898.32**Payroll Total: **\$128,222.48**Balance Forward: **\$0.00**Report Total: **\$1,252,120.80**

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2021	3647	EMCO TERMITE & PEST CONTROL	HIGH SCHOOL TERMITE/INSTALL/MONITOR	1,800.00
21	2	07/01/2021	5917	OKLA. NATURAL GAS CO.	GAS SERVICE-RENTAL PROPERTY	800.00
21	3	07/01/2021	206	CITY OF SAPULPA	WATER-RENTAL PROPERTY	1,400.00
21	4	07/01/2021	796	OKLAHOMA GAS & ELECTRIC CO	ELECTRIC SERVICE-RENTAL PROP	1,500.00
21	5	07/01/2021	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE	200,000.00
21	6	07/01/2021	21	ACTION FIRE PROTECTION LLC	Inspections of fire sprinklers and extinguishers	4,800.00
21	7	07/01/2021	21	ACTION FIRE PROTECTION LLC	Fire sprinkler or extinguisher repair	1,000.00
21	8	07/01/2021	2129	CECIL COX ENTERPRISES	Repair and Service for maintenance equipment	500.00
21	9	07/01/2021	2129	CECIL COX ENTERPRISES	Repair and service for grounds equipment	300.00
21	10	07/01/2021	32	CINTAS CORPORATION	District Building Cleaning Supplies	15,000.00
21	11	07/01/2021	31469	COX COMMUNICATIONS	Cable Service/Service Center	1,800.00
21	12	07/01/2021	31545	CUMMINS-SOUTHERN PLAINS	HPE generator inspections, service, parts	2,000.00
21	13	07/01/2021	1045	ELDER WATER CONSULTING, INC.	District water treatment program	3,900.00
21	14	07/01/2021	3647	EMCO TERMITE & PEST CONTROL	Pest control maintenance/Rent House	500.00
21	15	07/01/2021	8510	THE HOME DEPOT PRO	Custodial Supplies for the District	40,000.00
21	16	07/01/2021	3826	SECURITY BANK CARD CENTER INC	SERVICE CENTER SUPPLIES	1,000.00
21	17	07/01/2021	1501	BATTERIES PLUS #089	Batteries for custodial cleaning machines	1,000.00
21	18	07/01/2021	629	LOCKE SUPPLY	Supplies for maintenance	15,000.00
21	19	07/01/2021	32087	OKLAHOMA DEPT. OF LABOR	Inspections: Elevators, Boilers, Water Heaters	2,000.00
21	20	07/01/2021	878	STEVEN ENTERPRISES, INC.	Plumbing Service for District	2,500.00
21	21	07/01/2021	1421	TULSA GAS & GEAR	Maintenance Supplies	500.00
21	22	07/01/2021	9622	WESTLAKE HARDWARE INC	Supplies for Maintenance	5,000.00
21	23	07/01/2021	1250	JACK YOUNG GLASS CO.	District Glass Replacement	1,000.00
21	24	07/01/2021	9622	WESTLAKE HARDWARE INC	Custodial Supplies	500.00
21	25	07/01/2021	357	FARMER'S FEED STORE	Grounds Supplies	500.00
21	26	07/01/2021	3191	DAVID BREWER	Grounds Equipment Supplies	500.00
21	27	07/01/2021	31747	MARTIN SALES & RENTAL, LLC	Grounds Equipment Supplies	500.00
21	28	07/01/2021	9622	WESTLAKE HARDWARE INC	Grounds supplies	600.00
21	29	07/01/2021	3647	EMCO TERMITE & PEST CONTROL	HS Termite/Monitor	1,800.00
21	30	07/01/2021	3647	EMCO TERMITE & PEST CONTROL	Pest control maintenance/1116 E. Hobson	500.00
21	31	07/01/2021	3647	EMCO TERMITE & PEST CONTROL	SMS termite/monitoring	1,275.00
21	32	07/01/2021	2228	TIER ONE LAWN	Lawn Spray Treatment/Adm, HS, Chief Center	3,000.00
21	33	07/01/2021	9289	PATRIOT SECURITY	District security/fire alarm monitoring	10,200.00
21	34	07/01/2021	9289	PATRIOT SECURITY	Security/fire alarm repair and replace	2,000.00

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2021	3778	HILAND DAIRY FOODS COMPANY, LLC	Milk and Juice 1st Semester	75,000.00
22	2	07/01/2021	3628	ACCURATE FIRE EQUIPM CO.	Kitchen vent hood inspections, semi annual	2,000.00
22	3	07/01/2021	3628	ACCURATE FIRE EQUIPM CO.	Bring fire suppression to code - Liberty	1,301.58
22	4	07/01/2021	32192	ALL AMERICAN FORKLIFT, LLC	Warehouse forklift maintenance	479.66
22	5	07/01/2021	8029	BROOKS GREASE SERVICE	HS grease trap cleanout, 1st semester	500.00
22	6	07/01/2021	2858	ECOLAB	Dish machine and cleaning chemicals	10,000.00
22	7	07/01/2021	3647	EMCO TERMITE & PEST CONTROL	Pest Control, annual for all kitchens/warehouse	3,500.00
22	8	07/01/2021	3973	ENCORE ONE, LLC	Kitchen equipment repair/preventative	30,000.00
22	9	07/01/2021	60175	CMC GROUP INC	first aide supplies, CN212257	250.00
22	10	07/01/2021	424	W.W. GRAINGER,, INC.	stretch wrap for warehouse grocery shipping	500.00
22	11	07/01/2021	1845	HEARTLAND SCHOOL SOLUTIONS	Software renewal	8,500.00
22	12	07/01/2021	1818	MERRIFIELD OFFICE SUPPLY	office supplies/printing of F/R applications	3,000.00
22	13	07/01/2021	9315	LAND O LAKES/BANK OF AMERICA	Processing of USDA Food into food items	3,865.68
22	14	07/01/2021	8833	PILGRIM'S PRIDE CORP	Processing of USDA food	7,138.20
22	15	07/01/2021	32406	OKLAHOMA STATE DEPT OF HEALTH	kitchen license for MS	125.00
22	16	07/01/2021	1301	REASORS WAREHOUSE	Misc. food purchases for shorts/emergencies	250.00
22	17	07/01/2021	3656	S A PIAZZA & ASSOC. LLC	USDA Food processing for Plizza	8,767.20
22	18	07/01/2021	3826	SECURITY BANK CARD CENTER INC	For use at Walmart	500.00
22	19	07/01/2021	9043	SHARRIS TECHNOLOGIES	Deposit slips for banking	200.00
22	20	07/01/2021	3781	SMART TEMPS A DIGI INTL CO	monitoring freezer/refrigerator temps	2,835.00
22	21	07/01/2021	82203	HAYLEY J HOLMES	Change fund for all sites	750.00
22	22	07/01/2021	82203	HAYLEY J HOLMES	Mileage for out of town travel	500.00
22	23	07/01/2021	61072	ROSE CARTER	Mileage reimbursement for bank deposits	375.00
22	24	07/01/2021	82019	TINA M HESTER	Mileage reimbursement for bank runs	250.00
22	25	07/01/2021	81186	ELIZABETH ANN PFEIFFER	Mileage reimbursement for bank runs	100.00
22	26	07/01/2021	81218	CHRISTIE LYNN STEPHENS	Mileage reimbursement for bank run	150.00
22	27	07/01/2021	81956	TREVA ZLATA	Mileage reimbursement for bank runs	125.00
22	28	07/01/2021	3956	JS & T INC.	Vent hood cleaning, all sites	4,000.00
22	29	07/01/2021	60182	TANKERSLEY FOOD SERVICE LLC	Food and paper for warehouse delivery 1st semester	150,000.00

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 1 - 99999, Fund Codes: 36

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
36	1	07/01/2021	2183	RIVERSIDE HEAT & AIR	HVAC INSTALLED AT ROTC BLDG	1,870.64
Non-Payroll Total:						\$1,870.64
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,870.64

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2021 - 6/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$1,435.22	\$0.00	\$0.00	\$0.00	\$1,435.22	\$0.00	\$1,435.22
802 HS OFFICE	\$3,109.06	\$0.00	\$0.00	\$1,939.73	\$1,169.33	\$0.00	\$1,169.33
803 CREDIT RECOVERY	\$3,137.87	\$784.25	\$0.00	\$50.00	\$3,872.12	\$0.00	\$3,872.12
804 ID BADGE	\$3,629.53	\$0.00	\$0.00	\$0.00	\$3,629.53	\$0.00	\$3,629.53
805 HS ART	\$10,843.14	\$0.00	\$0.00	\$957.40	\$9,885.74	\$0.00	\$9,885.74
806 HS BAND	\$10,999.41	\$0.00	\$0.00	\$4,462.01	\$6,537.40	\$0.00	\$6,537.40
807 HS BAND BOOSTER CONCESSION	\$50,992.47	\$3,500.00	\$0.00	\$3,772.63	\$50,719.84	\$0.00	\$50,719.84
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$667.10	\$0.00	\$0.00	\$309.33	\$357.77	\$0.00	\$357.77
810 HS STAY(STUD TCH AIDS YOUTH)	\$445.06	\$0.00	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$5,089.92	\$0.00	\$0.00	\$0.00	\$5,089.92	\$0.00	\$5,089.92
812 HS BUSINESS PROF ASSOC (BPA)	\$336.97	\$0.00	\$0.00	\$0.00	\$336.97	\$0.00	\$336.97
814 HS AP EXAMS	\$2,340.08	\$85.00	\$0.00	\$0.00	\$2,425.08	\$0.00	\$2,425.08
815 HS FCCLA	\$2,010.26	\$0.00	\$0.00	\$120.00	\$1,890.26	\$0.00	\$1,890.26
816 HS INDIAN ED PANTRY	\$177.45	\$0.00	\$0.00	\$0.00	\$177.45	\$0.00	\$177.45
817 HS LIBRARY	\$1,344.83	\$0.00	\$0.00	\$0.00	\$1,344.83	\$0.00	\$1,344.83
818 HS NATIONAL HONOR SOCIETY	\$7,299.53	\$230.00	\$0.00	\$1,876.86	\$5,652.67	\$0.00	\$5,652.67
819 GREEN-THUMB CHIEFTAINS	\$5,602.02	\$0.00	\$0.00	\$43.40	\$5,558.62	\$0.00	\$5,558.62
820 HS NAACP	\$112.30	\$0.00	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2021	\$6,412.43	\$0.00	\$0.00	\$1,725.17	\$4,687.26	\$0.00	\$4,687.26
822 HS SENIORS 2022	\$8,650.31	\$0.00	\$0.00	\$875.36	\$7,774.95	\$0.00	\$7,774.95
823 HS SENIORS 2023	\$3,042.81	\$0.00	\$0.00	\$0.00	\$3,042.81	\$0.00	\$3,042.81
824 HS SCIENCE & ENGINEERING	\$5,966.22	\$0.00	\$0.00	\$0.00	\$5,966.22	\$0.00	\$5,966.22
825 HS SPANISH HONOR SOCIETY	\$886.28	\$0.00	\$0.00	\$220.24	\$666.04	\$0.00	\$666.04
826 HS SPECIAL ED/OLYMPICS	\$12,902.53	\$0.00	\$0.00	\$93.52	\$12,809.01	\$0.00	\$12,809.01
827 HS STUDENT COUNCIL	\$3,241.15	\$0.00	\$0.00	\$92.69	\$3,148.46	\$0.00	\$3,148.46
828 HS VOCAL MUSIC	\$10,860.01	\$54.00	\$0.00	\$513.26	\$10,400.75	\$0.00	\$10,400.75
829 HS AG ED & FFA	\$31,133.61	\$4,294.40	\$0.00	\$8,204.91	\$27,223.10	\$0.00	\$27,223.10
830 HS LYONS SPED	\$1,704.98	\$0.00	\$0.00	\$0.00	\$1,704.98	\$0.00	\$1,704.98
831 HS YEARBOOK	\$9,070.79	\$0.00	\$0.00	\$0.00	\$9,070.79	\$0.00	\$9,070.79
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$723.00	\$0.00	\$0.00	\$0.00	\$723.00	\$0.00	\$723.00
834 HIDER TRUST- FFA SCHOLARSHIPS	\$20,650.95	\$0.00	\$0.00	\$0.00	\$20,650.95	\$0.00	\$20,650.95
835 HS BAND AUXILIARIES	\$6,412.10	\$525.00	\$0.00	\$60.00	\$6,877.10	\$0.00	\$6,877.10
836 HS BAND TRIPS	\$39,615.48	\$640.00	\$0.00	\$281.35	\$39,974.13	\$0.00	\$39,974.13
837 HS BAND GRANTS	\$52,835.17	\$0.00	\$0.00	\$3,274.72	\$49,560.45	\$0.00	\$49,560.45
838 HS PING PINGS	\$3,767.16	\$0.00	\$0.00	\$1,040.00	\$2,727.16	\$0.00	\$2,727.16
840 HS INDIAN PARENT COMMITTEE	\$492.89	\$0.00	\$0.00	\$250.00	\$242.89	\$0.00	\$242.89
841 HS SAPULPA INDIAN CLUB	\$2,369.97	\$0.00	\$0.00	\$0.00	\$2,369.97	\$0.00	\$2,369.97
842 HS KEY CLUB	\$244.58	\$100.00	\$0.00	\$0.00	\$344.58	\$0.00	\$344.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$16,618.64	\$0.00	\$0.00	\$1,291.47	\$15,327.17	\$0.00	\$15,327.17
845 HS CULINARY ARTS	\$2,111.40	\$950.00	\$0.00	\$2,403.62	\$657.78	\$0.00	\$657.78
846 HS JROTC	\$74,367.39	\$8.00	\$0.00	\$40,665.34	\$33,710.05	\$0.00	\$33,710.05
847 HIDER TRUST- JROTC SCHOLARSHIPS	\$14,126.47	\$0.00	\$0.00	\$0.00	\$14,126.47	\$0.00	\$14,126.47
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACKPACK FOOD PANTRY	\$8,198.93	\$0.00	\$0.00	\$0.00	\$8,198.93	\$0.00	\$8,198.93
851 HS SENIOR GIRL EVENTS	\$2,705.65	\$0.00	\$0.00	\$0.00	\$2,705.65	\$0.00	\$2,705.65
852 HS FIRST ROBOTICS	\$20,928.18	\$0.00	\$0.00	\$226.17	\$20,702.01	\$0.00	\$20,702.01
853 MIRANDA BROOKE MEM SCHOLARSHIP	\$3,775.00	\$0.00	\$0.00	\$0.00	\$3,775.00	\$0.00	\$3,775.00
854 HS INDIAN ED STAFF DEV	\$3,351.09	\$791.25	\$0.00	\$1,834.37	\$2,307.97	\$0.00	\$2,307.97
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$9,576.86	\$0.00	\$0.00	\$1,799.50	\$7,777.36	\$0.00	\$7,777.36
857 JH OFFICE	\$4,062.30	\$0.00	\$0.00	\$2,416.09	\$1,646.21	\$0.00	\$1,646.21
860 JH LIBRARY	\$1,115.53	\$0.00	\$0.00	\$0.00	\$1,115.53	\$0.00	\$1,115.53
863 JH STUDENT COUNCIL	\$1,936.63	\$0.00	\$0.00	\$254.87	\$1,681.76	\$0.00	\$1,681.76
864 JH VOCAL MUSIC	\$8,475.68	\$0.00	\$0.00	\$0.00	\$8,475.68	\$0.00	\$8,475.68

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2021 - 6/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
866 JH YEARBOOK	\$5,125.10	\$0.00	\$0.00	\$0.00	\$5,125.10	\$0.00	\$5,125.10
870 JH ART	\$1,306.64	\$0.00	\$0.00	\$0.00	\$1,306.64	\$0.00	\$1,306.64
871 JH TAPS	\$1,298.94	\$0.00	\$0.00	\$453.90	\$845.04	\$0.00	\$845.04
872 STEM JH MATH & SCIENCE	\$4,239.76	\$0.00	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$3,545.58	\$0.00	\$0.00	\$0.00	\$3,545.58	\$0.00	\$3,545.58
877 MS OFFICE	\$8,411.32	\$193.75	\$0.00	\$1,863.35	\$6,741.72	\$0.00	\$6,741.72
878 MS LIBRARY	\$250.97	\$0.00	\$0.00	\$0.00	\$250.97	\$0.00	\$250.97
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$18.90	\$0.00	\$0.00	\$0.00	\$18.90	\$0.00	\$18.90
881 MS YEARBOOK	\$2,917.60	\$0.00	\$0.00	\$2,899.36	\$18.24	\$0.00	\$18.24
883 MS CHOIR	\$9,055.60	\$0.00	\$0.00	\$15.00	\$9,040.60	\$0.00	\$9,040.60
886 MS NJHS	\$1,495.13	\$0.00	\$0.00	\$1,122.15	\$372.98	\$0.00	\$372.98
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$173.09	\$0.00	\$0.00	\$0.00	\$173.09	\$0.00	\$173.09
891 GT REDDING	\$7.03	\$0.00	\$0.00	\$0.00	\$7.03	\$0.00	\$7.03
892 SPED DIRECTOR	\$546.89	\$0.00	\$0.00	\$34.15	\$512.74	\$0.00	\$512.74
893 LIBERTY LIBRARY	\$916.20	\$0.00	\$0.00	\$0.00	\$916.20	\$0.00	\$916.20
894 LIBERTY MISC	\$1,698.75	\$0.00	\$0.00	\$76.84	\$1,621.91	\$0.00	\$1,621.91
895 LIBERTY FUNDRAISING	\$1,913.28	\$0.00	\$0.00	\$436.15	\$1,477.13	\$0.00	\$1,477.13
896 LIBERTY STEM CLUB	\$34,078.93	\$0.00	\$0.00	\$14,251.09	\$19,827.84	\$0.00	\$19,827.84
897 LIBERTY GRANTS	\$1,486.14	\$0.00	\$0.00	\$0.00	\$1,486.14	\$0.00	\$1,486.14
900 FREEDOM MISC	\$5,099.26	\$0.00	\$0.00	\$1,635.96	\$3,463.30	\$0.00	\$3,463.30
901 FREEDOM FUNDRAISING	\$8,409.88	\$18,418.35	\$0.00	\$1,322.60	\$25,505.63	\$0.00	\$25,505.63
902 FREEDOM LIBRARY	\$414.05	\$0.00	\$0.00	\$0.00	\$414.05	\$0.00	\$414.05
903 FREEDOM GRANTS	\$212.22	\$0.00	\$0.00	\$0.00	\$212.22	\$0.00	\$212.22
904 FREEDOM TAPS	\$10,759.06	\$643.83	\$0.00	\$459.43	\$10,943.46	\$0.00	\$10,943.46
907 JEFFERSON HTS MISC	\$4,302.22	\$0.00	\$0.00	\$715.93	\$3,586.29	\$0.00	\$3,586.29
908 JEFFERSON HTS FUNDRAISING	\$17,856.91	\$0.00	\$0.00	\$2,449.34	\$15,407.57	\$0.00	\$15,407.57
910 JEFFERSON HTS GRANTS	\$12,393.14	\$0.00	\$0.00	\$677.54	\$11,715.60	\$0.00	\$11,715.60
911 JEFFERSON HTS LIBRARY	\$1,926.20	\$0.00	\$0.00	\$0.00	\$1,926.20	\$0.00	\$1,926.20
919 HOLMES PARK MISC	\$8,399.60	\$0.00	\$0.00	\$745.64	\$7,653.96	\$0.00	\$7,653.96
920 HOLMES PARK FUNDRAISING	\$32,905.47	\$0.00	\$0.00	\$5,108.43	\$27,797.04	\$0.00	\$27,797.04
921 HOLMES PARK LIBRARY	\$5,223.56	\$0.00	\$0.00	\$4,356.87	\$866.69	\$0.00	\$866.69
922 HOLMES PARK GRANTS	\$2,369.40	\$0.00	\$0.00	\$1,399.76	\$969.64	\$0.00	\$969.64
929 DISTRICT STEM	\$33,132.16	\$0.00	\$0.00	\$359.44	\$32,772.72	\$0.00	\$32,772.72
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$10,100.00	\$0.00	\$0.00	\$0.00	\$10,100.00	\$0.00	\$10,100.00
932 GT GRANTS	\$98.44	\$0.00	\$0.00	\$98.44	\$0.00	\$0.00	\$0.00
933 NOW (INTEREST INCOME)	\$32,365.05	\$1,887.24	\$0.00	\$8,815.96	\$25,436.33	\$0.00	\$25,436.33
934 DRIVERS EDUCATION	\$0.00	\$4,200.00	\$175.00	\$175.00	\$4,200.00	\$0.00	\$4,200.00
936 STEM-CAMP INVENTION	\$32,682.90	\$3,675.00	\$0.00	\$2,554.00	\$33,803.90	\$0.00	\$33,803.90
937 LATCHKEY	\$100,293.89	\$1,247.69	\$0.00	\$100,598.39	\$943.19	\$0.00	\$943.19
938 COLLINS FOUNDATION	\$31,300.00	\$0.00	\$0.00	\$0.00	\$31,300.00	\$0.00	\$31,300.00
939 EDUCATION FOUNDATION	\$79.90	\$0.00	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90
940 SPARK	\$6,209.81	\$37,558.99	\$0.00	\$24,002.33	\$19,766.47	\$0.00	\$19,766.47
941 LOCAL SCH CHILD WELFARE	\$56,418.03	\$0.00	\$0.00	\$1,242.77	\$55,175.26	\$0.00	\$55,175.26
942 HOT SPOT INSURANCE	\$525.00	\$0.00	\$0.00	\$0.00	\$525.00	\$0.00	\$525.00
943 ALTERNATIVE SCHOOL GRANTS	\$35.62	\$0.00	\$0.00	\$0.00	\$35.62	\$0.00	\$35.62
945 SPS FOOD SERV ASSOC	\$7,503.14	\$0.00	\$0.00	\$75.00	\$7,428.14	\$0.00	\$7,428.14
946 SOFT DRINK MONEY	\$19,873.99	\$349.05	(\$175.00)	\$10,042.49	\$10,005.55	\$0.00	\$10,005.55
947 ALTERNATIVE SCHOOL	\$3,841.37	\$0.00	\$0.00	\$264.23	\$3,577.14	\$0.00	\$3,577.14
948 JACKSON SCHOLARSHIP	\$1,554.00	\$0.00	\$0.00	\$0.00	\$1,554.00	\$0.00	\$1,554.00
949 CLEARING ACCOUNT	\$75.61	\$0.00	\$0.00	\$0.00	\$75.61	\$0.00	\$75.61
950 SERVICE CENTER	\$280.43	\$0.00	\$0.00	\$0.00	\$280.43	\$0.00	\$280.43
952 CHROMEBOOK INS/REPAIR	\$16,248.40	\$855.00	\$0.00	\$0.00	\$17,103.40	\$0.00	\$17,103.40
954 5TH GRADE ELEM BASKETBALL	\$970.25	\$0.00	\$0.00	\$0.00	\$970.25	\$0.00	\$970.25
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34

Sapulpa Public Schools

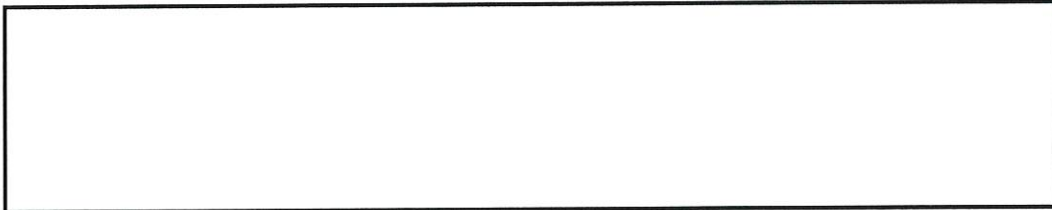
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2021 - 6/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
957 HOMELESS	\$564.99	\$0.00	\$0.00	\$0.00	\$564.99	\$0.00	\$564.99
960 ATHLETIC SPORTS OVERALL	\$5,077.89	\$12,470.00	\$0.00	\$2,748.55	\$14,799.34	\$0.00	\$14,799.34
961 FOOTBALL BUDGET	\$7,982.59	\$7,800.00	\$0.00	\$4,379.12	\$11,403.47	\$0.00	\$11,403.47
962 BOYS BASKETBALL BUDGET	\$136.74	\$2,210.00	\$0.00	\$0.00	\$2,346.74	\$0.00	\$2,346.74
963 GIRLS BASKETBALL BUDGET	\$396.85	\$440.00	\$0.00	\$0.00	\$836.85	\$0.00	\$836.85
964 BASEBALL BUDGET	\$2,922.98	\$10,090.00	\$0.00	\$250.00	\$12,762.98	\$0.00	\$12,762.98
965 SOFTBALL BUDGET	\$1,875.33	\$0.00	\$0.00	\$518.00	\$1,357.33	\$0.00	\$1,357.33
966 WRESTLING BUDGET	\$1,644.40	\$1,280.00	\$0.00	\$39.75	\$2,884.65	\$0.00	\$2,884.65
967 TENNIS BUDGET	\$307.29	\$450.00	\$0.00	\$0.00	\$757.29	\$0.00	\$757.29
968 TRACK BUDGET	\$2,714.25	\$200.00	\$0.00	\$1,315.26	\$1,598.99	\$0.00	\$1,598.99
969 GOLF BUDGET	\$4,181.57	\$90.00	\$0.00	\$0.00	\$4,271.57	\$0.00	\$4,271.57
971 ATHLETIC - BOOSTER CLUB	\$77,555.48	\$24,342.35	\$0.00	\$16,652.94	\$85,244.89	\$0.00	\$85,244.89
972 CROSS COUNTRY BUDGET	\$9,147.13	\$975.00	\$0.00	\$0.00	\$10,122.13	\$0.00	\$10,122.13
973 BOYS SOCCER BUDGET	\$2,386.06	\$0.00	\$0.00	\$100.00	\$2,286.06	\$0.00	\$2,286.06
974 ATHLETICS - TRAINER	\$6.51	\$0.00	\$0.00	\$0.00	\$6.51	\$0.00	\$6.51
975 GIRLS SOCCER BUDGET	\$4,017.41	\$2,250.00	\$0.00	\$486.37	\$5,781.04	\$0.00	\$5,781.04
976 GIRLS VOLLEYBALL BUDGET	\$2,771.91	\$0.00	\$0.00	\$0.00	\$2,771.91	\$0.00	\$2,771.91
977 CHEER BUDGET	\$1,481.29	\$955.00	\$0.00	\$0.00	\$2,436.29	\$0.00	\$2,436.29
978 ALL EVENTS GATE	\$13,269.54	\$0.00	\$0.00	\$10,812.00	\$2,457.54	\$0.00	\$2,457.54
979 JR HIGH CHEER	\$3,941.34	\$3,569.00	\$0.00	\$208.00	\$7,302.34	\$0.00	\$7,302.34
983 DRUG TEST-PHYSICALS	\$9,687.48	\$159.52	\$0.00	\$575.00	\$9,272.00	\$0.00	\$9,272.00
986 CHIEFTAIN CENTER CONCESSION	\$10,812.98	\$0.00	\$0.00	\$2,710.57	\$8,102.41	\$0.00	\$8,102.41
Total	\$1,213,736.34	\$148,271.67	\$0.00	\$310,101.11	\$1,051,906.90	\$0.00	\$1,051,906.90

SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
JUNE 2021

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	INSURANCE REIMBURSEMENT
BEG BALANCE	5,455,929.48	678,006.29	306,450.54	3,990,743.39	5,745,960.24	0.00
DEPOSITS	2,187,865.96	7,272.59	163,784.20	-	35,945.57	-
CHECKS ISSUED						
Current Year	4,842,523.58	54,764.02	199,748.54	33,708.64	5,015,466.25	-
Prior Year	-	-	-	-	-	-
Fund Transfers						
END BALANCE	2,801,271.86	630,514.86	270,486.20	3,957,034.75	766,439.56	0.00
Last Yr Same Month	2,819,515.45	550,576.91	87,388.17	10,774,217.58	235,069.82	4,316.85
Gain or (Loss)	(18,243.59)	79,937.95	183,098.03	(6,817,182.83)	531,369.74	
Reserves for PO's	173,897.15	102,119.04	3,292.04	583,906.68		
Estopped Payments	425.12	0.00	192.81	0.00		
Unaudited Fund Bal	2,627,799.83	528,395.82	267,386.97	3,373,128.07		
Carryover %	9.58%	50.20%	17.02%			



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



 Kenda Terrones, Treasurer

<u>GENERAL FUND</u>	<u>PREVIOUS TOTAL</u>	<u>CURRENT MONTH</u>	<u>NEW YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	6,692,418.49	30,190.53	6,722,609.02
Prior Ad Valorem	293,190.02	12,889.58	306,079.60
Homestead & In Lieu Tax	80,507.72	6.73	80,514.45
Interest Earned	20,194.33	1,987.79	22,182.12
Rental of Facilities	0.00	0.00	0.00
Sale of Surplus Equipment	1,450.00	0.00	1,450.00
Insurance Recovery	6,000.44	0.00	6,000.44
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	93,797.06	7,657.02	101,454.08
Donations and Contributions	9,892.78	0.00	9,892.78
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>9,522.26</u>	<u>130,148.37</u>	<u>139,670.63</u>
Local TOTALS	7,206,973.10	182,880.02	7,389,853.12
<u>County Revenue</u>			
Mill Levy	666,366.32	4,656.20	671,022.52
Mortgage Tax	<u>127,153.14</u>	<u>15,159.22</u>	<u>142,312.36</u>
County TOTALS	793,519.46	19,815.42	813,334.88
<u>State Revenue</u>			
Gross Production	78,261.78	13,187.66	91,449.44
Auto Tags	1,304,648.71	131,084.30	1,435,733.01
School Land	459,020.86	41,689.47	500,710.33
Tax Stamps & Other Misc	5,322.08	814.72	6,136.80
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	10,141,077.58	1,001,359.90	11,142,437.48
Flexible Benefit	2,365,115.59	214,082.33	2,579,197.92
Alternative Ed/High Challenge	59,873.31	0.00	59,873.31
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	42,700.00	0.00	42,700.00
Reading Sufficiency	60,024.75	0.00	60,024.75
State Textbook Allocation	168,117.36	0.00	168,117.36
Driver's Education	6,887.50	0.00	6,887.50
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.82	0.00	0.82
State Misc/ACE Technology	10,733.31	0.00	10,733.31
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	26,080.00	0.00	26,080.00
Voc. Incentive Assistance	49,832.50	0.00	49,832.50
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

	State TOTALS	14,777,696.15	1,402,218.38	16,179,914.53
<u>Federal Revenue</u>	<u>Y-T-D</u>	<u>CUR</u>	<u>Y-T-D</u>	
FEMA	59,082.13	0.00	59,082.13	
Title VII - Indian Ed (561)	125,315.87	0.00	125,315.87	
JROTC	85,104.13	5,656.53	90,760.66	
SIG Grants -Liberty	1,657.42	0.00	1,657.42	
Title I (511)	678,844.79	61,917.18	740,761.97	
Title II Part A (541)	159,327.38	15,848.54	175,175.92	
IDEA-B Flow Thru (621)	719,429.72	69,028.83	788,458.55	
IDEA-B Preschool 3-5 (641)	20,668.07	1,344.27	22,012.34	
Title 10 (596)	35,506.17	0.00	35,506.17	
JOM (563)	41,545.23	0.00	41,545.23	
CARES Act	492,933.72	421,937.61	914,871.33	
Carl Perkins (421)	44,332.75	7,219.18	51,551.93	
Federal TOTALS	2,463,747.38	582,952.14	3,046,699.52	
TOTAL GEN FUND	25,241,936.09	2,187,865.96	27,429,802.05	
<u>BUILDING FUND</u>				
Current Taxes	955,792.56	4,311.73	960,104.29	
Prior Taxes	41,871.12	1,840.86	43,711.98	
In Lieu of Taxes	11,394.55	0.00	11,394.55	
Facility Rental	12,100.00	1,120.00	13,220.00	
Insurance Recovery	24,154.39	0.00	24,154.39	
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	0.00	0.00	0.00	
Building Fund TOTALS	1,045,312.62	7,272.59	1,052,585.21	
<u>CHILD NUTR FUND</u>				
Local (Meals, Interest, etc)	67,741.96	0.00	67,741.96	
State Reimbursement	132,114.76	32,100.63	164,215.39	
Federal Reimbursement	1,207,290.84	131,683.57	1,338,974.41	
Child Nutrition Fund TOTALS	1,407,147.56	163,784.20	1,570,931.76	
<u>TOTAL GF/BF/CNF</u>	<u>27,694,396.27</u>	<u>2,358,922.75</u>	<u>30,053,319.02</u>	
<u>BOND FUND</u>				
Interest	0.00	0.00	0.00	
Sale of New Bonds	1,645,000.00	0.00	1,645,000.00	
Bond Fund TOTALS	1,645,000.00	0.00	1,645,000.00	
<u>SINKING FUND</u>				
Current Taxes	5,382,526.10	24,275.61	5,406,801.71	
Prior Taxes	255,990.30	11,669.96	267,660.26	
In Lieu of Taxes	65,356.76	0.00	65,356.76	

Interest/In Lieu Reimb	651.15	0.00	651.15
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>13,094.20</u>	<u>0.00</u>	<u>13,094.20</u>
Sinking Fund TOTALS	5,717,618.51	35,945.57	5,753,564.08
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	0.00	0.00
GRAND TOTAL	34,371,513.81	2,394,868.32	37,451,883.10

GENERAL FUND EXPENDITURE COMPARISON

ACCOUNTS PAYABLE						CERTIFIED PAYROLL						SUPPORT PAYROLL					
	AP 2019-20	AP 2020-21	Monthly Diff	YTD Sub Total	% Change		Cert 19-20	Cert 20-21	Monthly Diff	YTD Sub Total	% Change		Supp 19-20	Supp 20-21	Monthly Diff	YTD Sub Total	% Change
Jul	416,766	460,202	43,436	43,436	10.42%	Jul	169,856	239,144	69,288	69,288	40.79%	Jul		129,025		129,025	
Aug	279,188	155,127	-124,062	-80,626	-44.44%	Aug	1,130,772	964,852	-165,920	-96,632	-8.55%	Aug	536,383	379,901	-156,482	-27,457	-5.12%
Sep	222,002	222,371	369	-80,256	0.17%	Sep	1,805,623	1,584,834	-220,789	-317,421	-12.23%	Sep	581,050	503,764	-77,286	-104,743	-13.30%
Oct	313,194	248,396	-64,798	-145,054	-20.69%	Oct	1,681,613	1,581,963	-99,650	-417,071	-5.93%	Oct	547,499	506,419	-41,080	-145,823	-7.50%
Nov	172,741	183,427	10,685	-134,369	6.19%	Nov	1,705,829	1,574,157	-131,672	-548,743	-7.72%	Nov	530,335	507,806	-22,529	-168,352	-4.25%
Dec	134,807	184,321	49,514	-84,855	36.73%	Dec	1,694,660	1,556,857	-137,803	-686,545	-8.13%	Dec	526,634	496,943	-29,691	-198,043	-5.64%
Jan	115,246	87,768	-27,478	-112,333	-23.84%	Jan	1,668,349	1,542,376	-125,973	-812,518	-7.55%	Jan	517,723	497,792	-19,931	-217,974	-3.85%
Feb	150,922	142,143	-8,778	-121,111	-5.82%	Feb	1,741,198	1,611,674	-129,523	-942,042	-7.44%	Feb	516,610	499,848	-16,762	-234,736	-3.24%
Mar	134,084	157,122	23,038	-98,073	17.18%	Mar	1,706,919	1,555,055	-151,864	-1,093,906	-8.90%	Mar	527,090	495,079	-32,010	-266,746	-6.07%
Apr	103,002	133,901	30,899	-67,174	30.00%	Apr	1,680,553	1,565,920	-114,632	-1,208,538	-6.82%	Apr	494,547	496,138	1,591	-265,155	0.32%
May	64,472	150,189	85,717	18,543	132.95%	May	1,666,559	1,606,172	-60,387	-1,268,925	-3.62%	May	487,202	511,355	24,154	-241,002	4.96%
Jun	48,706	186,107	137,401	155,943	282.10%	Jun5-Aug5	3,803,911	3,648,685	-155,226	-1,424,150	-4.08%	Jun5-Aug5	977,045	1,008,168	31,123	-209,878	3.19%
TOTAL	2,155,131	2,311,075	155,943				20,455,840	19,031,690					6,242,117	6,032,239			
		350,000						5,338,011						1,482,991		34,546,005	

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

24,369,701

YTD TOTALS

AP&PR 20-21	YTD TOTAL	AP&PR 19-20	YTD TOTAL	Mo Diff	Mo % Change	Total % Change	AP YTD%	CP YTD%	SP YTD%	
Jul	828,371	828,371	586,622	586,622	241,749	41.21%	10.42%	40.79%	#DIV/0!	Jul
Aug	1,499,880	2,328,252	1,946,344	2,532,966	-446,464	-22.94%	-11.58%	-7.43%	-5.12%	Aug
Sep	2,310,969	4,639,221	2,608,674	5,141,641	-297,705	-502,420	-8.74%	-10.22%	-9.37%	Sep
Oct	2,336,778	6,975,998	2,542,306	7,683,947	-205,528	-707,948	-11.78%	-8.71%	-8.76%	Oct
Nov	2,265,390	9,241,389	2,408,905	10,092,852	-143,515	-851,464	-9.57%	-8.45%	-7.67%	Nov
Dec	2,238,121	11,479,510	2,356,101	12,448,954	-117,980	-969,444	-5.51%	-8.38%	-7.28%	Dec
Jan	2,127,936	13,607,446	2,301,318	14,750,271	-173,382	-1,142,826	-6.79%	-8.24%	-6.73%	Jan
Feb	2,253,665	15,861,111	2,408,729	17,159,000	-155,063	-1,297,889	-6.71%	-8.12%	-6.25%	Feb
Mar	2,207,257	18,068,368	2,368,093	19,527,093	-160,836	-1,458,725	-5.06%	-8.22%	-6.23%	Mar
Apr	2,195,959	20,264,327	2,278,101	21,805,194	-82,142	-1,540,867	-3.29%	-8.06%	-5.55%	Apr
May	2,267,716	22,532,043	2,218,232	24,023,427	49,483	-1,491,384	0.88%	-7.62%	-4.58%	May
Jun	4,842,960	27,375,003	4,829,662	28,853,088	13,298	-1,478,085	7.24%	-6.96%	-3.36%	(Jun)
TOTAL	27,375,003.16		TOTAL	28,853,088.47	-1,478,085					

EXPENDITURE PERCENTAGES

	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07
AP	8.44%	8.78%	9.81%	9.13%	9.18%	12.85%	13.66%	12.31%	11.42%	12.13%	13.59%	14.13%	13.89%	16.06%	16.74%
CERT	69.52%	67.79%	67.46%	68.01%	69.37%	66.32%	65.73%	69.14%	68.24%	68.44%	68.45%	67.09%	67.34%	64.94%	64.13%
SUPP	22.04%	23.45%	22.73%	22.86%	21.45%	20.82%	20.60%	18.55%	20.34%	19.42%	17.97%	18.78%	18.77%	19.00%	19.13%
ALL PR	91.56%	91.24%	90.19%	90.87%	90.82%	87.15%	86.34%	87.69%	88.58%	87.87%	86.41%	85.87%	86.11%	83.94%	83.26%
TOTAL	100.00%	100.01%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

UTILITIES COMPARISON 2018-19 TO 2020-21

	410 <u>Water</u>	623 <u>Diesel</u>	624 <u>Electricity</u>	625 <u>Gasoline</u>	627 <u>Nat'l Gas</u>	MO <u>TOTAL</u>	<u>YTD</u> <u>TOTAL</u>	<u>MONTHLY</u> <u>INCR/DECR</u>	<u>YEAR</u> <u>INCR/DECR</u>	<u>%</u>
Jul 18	13,493		51,728		2,348	67,569	67,569	12,261	12,261	
Aug 18	13,640	6,419	59,286	6,209	2,159	87,713	155,282	32,405	44,666	28.76%
Sep 18	14,198	8,594	56,217	3,168	2,416	84,594	239,877	-11,356	33,311	13.89%
Oct 18	15,164	12,551	61,639	3,309	2,649	95,311	335,188	-2,829	30,482	9.09%
Nov 18	15,896	16,415	59,224	0	4,018	95,554	430,741	1,237	31,718	7.36%
Dec 18	12,758	11,815	38,543		6,626	69,742	500,483	-8,493	23,226	4.64%
Jan 19	12,374	10,440	33,268	0	13,620	69,702	570,184	-4,856	18,370	3.22%
Feb 19	15,087	9,780	30,075		16,935	71,877	642,061	-9,313	9,057	1.41%
Mar 19	13,795	10,950	32,734		13,964	71,443	713,504	-12,593	-3,536	-0.50%
Apr 19	12,962	10,007	30,886		12,145	66,001	779,505	-12,352	-15,888	-2.04%
May 19	13,859	18,714	27,639		7,604	67,816	847,321	-1,337	-17,224	-2.03%
Jun 19	14,802	11,403	27,789		3,959	57,954	905,275	-12,835	-30,059	-3.32%
Jul 19	13,466		39,988		1,268	54,722	54,722	-12,847	-12,847	-23.48%
Aug 19	13,155	2,489	45,733	3,535	2,309	67,221	121,943	-20,492	-33,339	-27.34%
Sep 19	14,550	7,658	60,281	2,961	2,180	87,630	209,573	3,036	-30,304	-14.46%
Oct 19	16,451	12,725	71,410	3,270	2,326	106,181	315,754	10,870	-19,434	-6.15%
Nov 19	15,551	15,630	63,334	3,025	2,770	100,310	416,064	4,756	-14,677	-3.53%
Dec 19	13,565	11,586	40,967	3,044	6,698	75,861	491,925	6,119	-8,558	-1.74%
Jan 20	11,527	8,678	31,172	2,177	11,529	65,083	557,008	-4,619	-13,176	-2.37%
Feb 20	12,686	12,922	32,651	2,267	11,073	71,599	628,607	-278	-13,454	-2.14%
Mar 20	14,190	11,861	32,612	2,996	9,726	71,385	699,992	-58	-13,512	-1.93%
Apr 20	12,437	7,470	30,640	3,068	6,577	60,192	760,184	-5,809	-19,321	-2.54%
May 20	10,737	761	27,032	1,185	3,845	43,560	803,745	-24,256	-43,577	-5.42%
Jun 20	10,610	1,058	25,283	1,249	2,592	40,791	844,536	-17,163	-60,739	-7.19%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%
Apr 21	13,183	12,146	29,306	2,385	10,674	67,694	675,107	7,502	-85,078	-12.60%
May 21	13,819	15,220	27,752	4,436	8,679	69,906	745,013	26,346	-58,731	-7.88%
Jun 21	19,708	12,494	30,586	2,609	3,519	68,917	813,930	28,126	-30,605	-3.76%

General Fund
WORKING BUDGET 2-year projection

WADM

State Allocation (projected)	11,811,302.51	11,142,437.48
Allocation adjustment		
Textbook appropriations (projected)	168,117.36	168,117.36
Projected Other Revenue (Local, State, Federal)	15,160,446.13	15,230,983.78
CARES Act	600,000.00	527,703.43
CARES Act - Second Stimulus Estimate	320,000.00	360,560.00
CARES III		
Mid-Term Adjustment	(729,100.00)	-
CURRENT YEAR REVENUE (EON)	27,330,766.00	27,429,802.05
Prior Year Carryover	<u>2,704,967.61</u>	<u>2,702,831.51</u>
Total Revenue per EON	30,035,733.61	30,132,633.56

Projected Expenses

Salaries	19,214,715.37	19,396,262.77
Benefits	5,690,131.35	5,712,348.38
Purchased Professional & Technical Services	191,202.73	210,675.91
Contracted Property Services	238,976.24	227,707.41
Other Contracted Services	370,443.17	346,082.56
Supplies & Materials	1,178,529.47	1,205,885.73
Property Expenses	13,630.12	13,630.12
Other Objects	429,544.63	421,588.47
Payroll Step		
ARP 20% additional expenses		
Other (ESSER or ARP)		
Move software from bond to CARES		
	-	-

Total Expenses	27,327,173.08		27,534,181.35

Projected Carryover

Textbook allocation to be encumbered	2,708,560.53	9.91%	2,598,452.21	
Subs to be paid	(104,943.86)			
Est latchkey	(20,000.00)			
RSA	(5,000.00)			
	(65,000.00)			
	2,513,616.67		2,598,452.21	
Add back Unspent reserves from FY19	31,106.01		31,106.01	
	<u>2,544,722.68</u>	<u>9.31%</u>	<u>2,629,558.22</u>	<u>9.59%</u>



AMERICAN HERITAGE BANK
Member FDIC

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

May 17, 2021

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

Subject: Agenda item for renewal of lease-purchase

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

At the first meeting in July, the Board should consider and take action on a motion approving the renewal of the following lease purchase(s) with American Heritage Bank, or assigned to American Heritage Bank, for the fiscal year ending in June 30, 2020.

RE: #2018126547 180,089.99

Sincerely,

Leslie Griffith, VP
Loan Servicing Manager

918.224.3210

P.O. Box 1408
Sapulpa, OK 74067

ahb.bank



AMERICAN HERITAGE BANK
Member FDIC

American Heritage Bank
P O Box 1408
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May 17, 2021

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RE: #2018112406 54,912.98

Sincerely,

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May 17, 2021

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511 E LEE AVE
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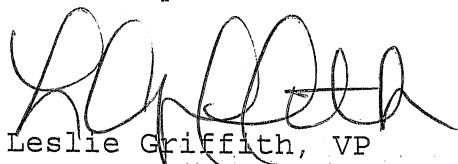
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Leslie Griffith, VP
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SAPULPA PUBLIC SCHOOLS

Child Nutrition Services

110 S. Burnett Street, Sapulpa, OK 74066

918-224-7089 x 1217 918-224-0344 (fax)

To: Sapulpa Board of Education

From: Hayley Holmes

Date: June 22, 2021

Re: Bread Bids for 2021-22

Bids to provide bread and bakery products to Sapulpa Public Schools were opened on June 22, 2021. Bids were received in a timely manner from Bimbo, Flowers and Harris Bakery.

Description	Bimbo	Flowers	Harris
Sandwich Bread, sliced, Whole Grain. State Package Size and slice count not counting bread heels.	\$1.63 20 slices .0815 /slice	\$1.80 22 slices = 2 ends .0818/slice	\$1.42 22 slices .0645/slice
Hamburger Buns, sliced, Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 1.5 Grain/Bread Equivalents. State package size.	\$1.70 12 count .1416 ea 1.75 grains	No Bid	\$1.40 8 count .175/bun 1.5 grain
Hamburger Buns, sliced, Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 2 Grain/Bread Equivalents. State package size.	\$1.70 12 count .1416 /bun 2 grains	\$4.32 30 count .144/bun 2 grains	\$1.65 12 count .1375/bun 2 grains
Hot Dog Buns, sliced Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 1.5 Grain/Bread Equivalents. State package size	\$1.96 16 count .1225 /bun 1.25 grains	No Bid	\$1.40 8 count .175/bun 1.5 grains
Hot Dog Buns, sliced Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 2 Grain/Bread Equivalents. State package size	\$1.96 16 count .1225 /bun 2 grains	\$2.60 16 count .1625/bun 2 grains	\$1.45 8 count .1812/bun 2 grain

Bimbo Bakeries USA submitted the best, overall bid which met all of the requirements of the bid request. Flowers' did not provide quotes for the requested size of several items, including the 1.5 oz hamburger bun needed for the Elementary sites. I recommend that the bid be awarded to Bimbo Bakeries USA.



SAPULPA PUBLIC SCHOOLS
Child Nutrition Services
110 S. Burnett Street, Sapulpa, OK 74066
918-224-7089 x 1217 918-224-0344 (fax)

June 30, 2021

To: Sapulpa Board of Education

From: Hayley Holmes

Date: June 30, 2021

Re: Uniform Bids for 2021-22

Bids to provide uniforms to the Sapulpa Public Schools, Child Nutrition department were opened on June 30, 2021. Bids were received in a timely manner from The Uniform Shoppe and Duty Station Uniforms and Gear. The preferred brand requested is Cherokee. Cherokee Brand pants 4001 full elastic are not available. Duty Station quoted Cherokee 4200 full elastic pants and The Uniform Shoppe quoted the same type/style of full elastic pant in the Dickies brand.

Item	Size	Duty Station Cherokee Brand	Uniform Shoppe Cherokee Brand	Uniform Shoppe Dickies Brand
Top 4700	XS-XL	\$11.24	\$11.47	\$11.89
Top 4700X	2XL-5XL	\$13.49	\$13.93	\$14.34
Embroidered Monogram		\$5.50	\$3.30	\$3.30
Pant 4001 not available		Cherokee 4200 full elastic	Dickies Full elastic	Dickies Full elastic
Pants 4001 Full Elastic	XS-XL	\$11.99	\$13.93	\$13.93
	2XL-5XL	\$14.24	\$16.39	\$16.39
Pants 4001 Tall Full Elastic	XS-XL	\$13.49	\$15.57	\$15.57
	2XL-5XL	\$16.49	\$17.21	\$17.21
Pants 4001 Petite Full Elastic	XS-XL	\$11.99	\$13.93	\$13.93
	2XL-5XL	\$14.24	\$15.57	\$15.57
		Cherokee	Cherokee	Dickies
Pants 4101 Drawstring	XS-XL	\$12.74	\$13.11	\$13.93
	2XL-5XL	\$14.99	\$15.57	\$16.39
Pants 4101 Tall Drawstring	XS-XL	\$14.24	\$14.75	\$15.57
	2XL-5XL	\$16.49	\$17.21	\$17.21
Pants 4101 Petite Drawstring	XS-XL	\$12.74	\$13.11	\$13.93
	2XL-5XL	\$14.99	\$15.57	\$15.57

Duty Station Uniforms and Gear provided the best overall price per the requirements of the bid request. I recommend that the Child Nutrition Uniform Bid be awarded to Duty Station Uniforms and Gear.

MEMORANDUM OF UNDERSTANDING
BETWEEN
ImpactTulsa
AND
SAPULPA PUBLIC SCHOOLS, INDEPENDENT SCHOOL DISTRICT NO.1033 OF TULSA
COUNTY, OKLAHOMA

This **MEMORANDUM OF UNDERSTANDING** is hereby made and entered into by and between SAPULPA Public Schools, Independent School District No. 1033 of Tulsa County, Oklahoma, hereinafter referred to as “the District”, and ImpactTulsa, hereinafter referred to as ImpactTulsa.

I. PURPOSE

ImpactTulsa partners with the Oklahoma State Department of Education and Tulsa area districts to share data for purpose of setting, tracking, and measuring cradle to career outcomes including progress toward kindergarten readiness, third-grade reading, middle grade math, high school completion, postsecondary entry, and postsecondary completion. This agreement outlines a framework for cooperation between ImpactTulsa and the District to ensure all Tulsa area students have the opportunity for a high-quality education that prepares them for success.

This Memorandum sets forth the understandings and intentions of ImpactTulsa and the District with regard to their shared goals in accordance with this purpose for the **2021-2022** school year.

II. MUTUAL BENEFITS AND INTERESTS

ImpactTulsa partners with education, business, nonprofit, philanthropy, faith-based, and civic entities to improve student outcomes by aligning resources and measuring progress with fidelity. The work of the partnership builds upon existing efforts to collect and analyze data for the purposes of identifying best practices in the Tulsa region with the greatest potential of improving academic achievement.

Benefits to the District include the development of supportive partnerships with multiple community stakeholders that reinforce the District’s mission of student achievement.

Shared benefits from the development of this partnership include:

- Improved academic outcomes in the Tulsa region
- Expanded cross-sector collaboration to ensure all children/youth are academically and socially prepared for college and career
- Utilization of cradle-to-career outcomes data with comparative analyses

III. WORKING AGREEMENT

A. COLLABORATIVE ACTION and LEARNING COMMUNITIES

As the backbone organization of the regional and collective impact partnership, ImpactTulsa will serve as a convener of community stakeholders to improve outcomes along the cradle-to-career continuum. ImpactTulsa will convene collaborative action, goal setting task forces, and learning communities to prioritize indicators, build shared accountability for areas for improvement, as well as identify and scale best practices that accelerate population-level outcomes. ImpactTulsa will provide technical assistance, group facilitation, continuous learning and improvement tools and processes as well as provide data analysis to help action teams design and test interventions and develop strategies in order to improve cradle-to-career outcomes for the Tulsa region.

For the purposes of supporting these collaborative learning communities, ImpactTulsa will use data provided by the Oklahoma State Department of Education and make data requests to the districts when necessary. It will cooperate with District professionals and participating partners to implement the appropriate data-sharing and confidentiality agreements in order to ensure privacy and confidentiality consistent with FERPA, HIPAA, and all applicable state and federal privacy laws. All stakeholders and participants of ImpactTulsa's collaborative action and learning Communities will be required to follow and maintain FERPA, HIPAA, and all applicable state and federal privacy laws.

B. COMMUNICATION

All parties to this agreement support a clear and consistent message when communicating about the ImpactTulsa collective impact initiative in public communications whether audio, written, or visual. Partners will champion the work and brand of ImpactTulsa to create a public awareness of the partnership and its goals. ImpactTulsa will distribute press releases to media outlets and display on its website—www.impacttulsa.com—information about the partnership's work and initiatives, which may include aggregated student- or district-level data.

C. DISTRICT PROFESSIONAL PARTICIPATION

Active support for this collective initiative from the highest level of the organization is necessary to ensure success. The Superintendent may represent the District on the ImpactTulsa Leadership Council in meetings expected to occur quarterly. The Superintendent will establish procedures for communication, data sharing, professional development, and continuous improvement initiatives within the District and delegate relevant District professionals to engage in the work of the action teams as a part of their professional responsibilities, when appropriate.

The District embraces the continuous improvement process by incorporating best practices and utilizing local data.

D. IN-SCHOOL RESEARCH ACTIVITIES

ImpactTulsa will obtain permission from the District through the Superintendent or designee prior to conducting in-person visits to schools to observe or speak with administrators, teachers, or students for qualitative research purposes. ImpactTulsa will comply with any District requirements to submit qualitative instruments for approval by an Institutional Research Board or research office.

E. DATA COLLECTION for COLLEGE and CAREER PREPARATION & POSTSECONDARY EXPERIENCE

National Student Clearinghouse (NSC)

ImpactTulsa and the District will work in partnership to obtain National Student Clearinghouse data to collect information on high school graduates from the Tulsa area region. The National Student Clearinghouse collects student information on postsecondary enrollment information to learn whether students persist and complete postsecondary credentials within a six-year period.

ImpactTulsa will help the district with obtaining an NSC contract and provide technical assistance with data support and analysis. ImpactTulsa will request to be an additional technical contact on the district's NSC account to provide technical assistance with formatting, submitting, and analyzing all NSC reports and data.

The District will work with ImpactTulsa to share student senior level and high school graduate data files to submit to NSC for matching to the NSC Student Tracker Database. ImpactTulsa will provide detailed summary reports back to the school district as well as conduct more in-depth advanced, disaggregated, comparative, analysis of student pathways and college outcomes that ultimately contribute to student success after high school.

Oklahoma State Regents for Higher Education

ImpactTulsa will support the school district in accessing postsecondary information from Oklahoma State Regents for Higher Education (OSRHE). The OSRHE establishes the principles governing access to and the dissemination of information gathered and maintained through the Oklahoma State Regents for Higher Education's Unitary Data System.

Annually, the OSRHE gathers data elements for each student in Oklahoma higher education. This data is not often shared back with school districts but can be useful information for school districts. The District will work with ImpactTulsa to access student senior level and high school graduate data files for matching to the OSRHE Student Database. These will be the same files used for NSC matching and will, therefore, not require additional work from district staff. ImpactTulsa will provide detailed summary reports back to the school district as well as more timely analysis to conduct more in-depth advanced and disaggregated analysis of student pathways and college outcomes that has not previously been accessible by/available to school districts.

Individual Career Academic Plan (ICAP)

ImpactTulsa aims to support the school district with ICAP data analysis and activities. ImpactTulsa will provide technical assistance with data analytics to school districts to assess college and career preparation trends (if data is available) and provide continuous improvement tools to help school districts with ICAP implementation. The District will work with ImpactTulsa to share ICAP data and information consistent with the following:

- Students' coursework/ post-secondary indicators, learning and assessment results including:
 - Dual/Concurrent Enrollment
 - Work-Based Internships
 - College Prep Coursework
- Students' postsecondary plans, service learning/internship experiences aligned with a career, academic and personal/social goals, completion of financial planning coursework, and any other ICAP-related information (ex. OKCareerGuide, OKCollegeStart, Naviance, or other records)
- Students' records of college- and career-readiness counseling and activities.

Oklahoma CareerTech

ImpactTulsa will support the school district in accessing data and information from Oklahoma CareerTech. The Oklahoma Department of Career and Technology Education offers programs and services in 29 technology center districts operating on 58 campuses, 394 K-12 school districts, 16 Skills Centers campuses that include three juvenile facilities and 32 Adult Basic Education service providers. Oklahoma CareerTech collects data on technical program enrollment, course participation, degree completion and career and industry certified accreditations.

Having access to this information will allow for a deeper understanding of technical school experiences and career trajectories for students in our region that attend CareerTech programs but do not attend a 4-year university. The District will work with ImpactTulsa to access student-level enrollment information of students who participate in CareerTech while in high school as well as graduate data files for matching to CareerTech's enrollment, degree and accreditation files. ImpactTulsa will provide detailed summary reports back to the school district as well as conduct more in-depth advanced and disaggregated analysis of career pathways and outcomes that ultimately contribute to student success after high school.

Oklahoma Works

Oklahoma Works regularly produces data reports, research and other documents that summarize the state's labor market and workforce demands, as well as examines the state's effectiveness in creating a responsive and agile workforce development system. Oklahoma Works serves as the state reporting body for regional workforce initiatives including WorkforceTulsa.

Accessing data from Oklahoma Works and WorkforceTulsa will allow for a deeper understanding of workforce development trends in Tulsa county. This data also documents workforce development participation, experiences and career

trajectories for students in our region that do not attend a college or university. The District will work with ImpactTulsa to access student senior level and high school graduate data files for matching to Oklahoma Works workforce program enrollment and completion files. ImpactTulsa will provide detailed summary reports back to the school district as well as conduct more in-depth advanced and disaggregated analysis of student pathways and workforce outcomes that ultimately contribute to student success after high school.

F. DATA SHARING

In order to make data-driven decisions and monitor progress on action plans, the District will share relevant data that provides information about outcomes and contributing indicators with ImpactTulsa in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g. FERPA “allows schools to disclose records, without consent, to organizations conducting certain studies for or on behalf of the school.” The ImpactTulsa research and analytics department and all applicable staff will maintain the confidentiality of all student-level data shared by the District. This includes student files, records and direct access to dashboards, student information systems or databases provided and granted by the District.

All data and information released by ImpactTulsa that is public facing will be aggregated across Tulsa regional partner districts and will not identify specific districts or member schools without the Leadership Council’s direction and written permission from the district involved.

Disaggregated data at the District or school level will be available internally to the district superintendent(s), district professional staff, and partnership stakeholders participating in collaborative action and learning communities for purposes of identifying and studying ways to improve student outcomes *(as outlined in Section III. A)*.

IV. STUDENT AND DATA PRIVACY

ImpactTulsa 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). ImpactTulsa agrees that no one under its authority shall gather, release, or make public in any way information related to or that could lead to identification of a student. This includes photos shared with ImpactTulsa by District and photographs, recordings (video and/or sound), or student’s written or oral statements taken by ImpactTulsa. The only exception is where written permission that specifically authorizes 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).

V. DATA SECURITY

ImpactTulsa shall implement appropriate and effective measures designed to ensure the confidentiality and security of personally identifiable information by protecting against anticipated hazards or threats to the integrity or security of such information, protecting against unauthorized access or disclosure of information, and preventing other action that could result in substantial harm to the District or an individual identified with the data or information in ImpactTulsa's custody.

ImpactTulsa agrees at all times to maintain commercially reasonable network security that, at a minimum, includes: network firewall provisioning, intrusion, and detection/prevention. ImpactTulsa agrees that any and all transmission or exchange of data with the District parties shall take place via secure means, e.g. HTTPS, FTPS, SFTP, or equivalent means.

ImpactTulsa agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority. In the event of a breach of any of ImpactTulsa's security obligations or other event requiring notification under applicable law, ImpactTulsa agrees to notify the District immediately.

VI. LIABILITY AND INDEMNIFICATION

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

VII. POINTS OF CONTACT

The principal address for ImpactTulsa is 907 South Detroit, Suite 1100b, Tulsa, OK 74120. The principal address for Sapulpa Public Schools is 511 E Lee, Sapulpa, Oklahoma 74066.

The primary contacts for ImpactTulsa:

Carlisha Williams Bradley, Executive Director

Carlisha@impacttulsa.com

Tulsa Community Foundation

Name: William J. Stava, III

Title: Chief Operating Officer

Email: jstava@tulsacf.org

Delia Kimbrel PhD., Sr. Director of Research and Policy
Address: 907 South Detroit, Suite 1100b
Tulsa, Oklahoma 74120
(918) 271-5100
delia@impacttulsa.com

The primary contact person for **Sapulpa** Public Schools:
Robert Armstrong, Superintendent
Address: 511 E Lee, Sapulpa, Oklahoma 74066
Phone: 918-224-3400
Email: rarmstrong@sapulpaps.org

VIII. GENERAL

- A. ImpactTulsa agrees that the activities it undertakes under this Memorandum 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. ImpactTulsa agrees that it will not claim or imply that the District endorses the sale or purchase of its services.
- C. This Memorandum in no way restricts either party from participating in any activity with other public or private agencies, organizations or individuals.
- D. Nothing in this Memorandum 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 Memorandum 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 Memorandum takes effect on execution and approval by the Board of Education of the District and ends on June 30, 2022. Either party may cancel this agreement any time with upon thirty- (30) days' notice to the other party, in writing, by certified mail or personal delivery.

The District and ImpactTulsa agree to the above Memorandum.

Witnessed:

TCF-IMPACTTULSA

DocuSigned by:

Jeff Stava

AAEBCB7AGC6647C...

Signature

William J. Stava, III

Printed Name

COO

Title

5/5/2021

Date

SAPULPA PUBLIC SCHOOLS

Signature

Printed Name

Title

Date



StudentTracker for High Schools Agreement (District)

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the National Student Clearinghouse (“Clearinghouse”), a not-for-profit corporation organized under the laws of the Commonwealth of Virginia, and the undersigned high school or high school district (“School”) agree as follows:

NATIONAL STUDENT CLEARINGHOUSE

[Enter District, School, or Org Name]

_____ Signature.	_____ Signature	_____ Date
_____ Ricardo D. Torres	_____ Print Name	
_____ Print Name		
_____ President	_____ Title (legal notices will be sent to this individual)	
_____ Title		
_____ Date	_____ Street Address	
	_____ 511 E. Lee	
_____ www.studentclearinghouse.org	_____ City/State/Zip	
	_____ Sapulpa Oklahoma 74066	
_____ Fax: 703-742-4234	_____ Telephone	
	_____ 918-224-3400	
_____ Email: contracts@studentclearinghouse.org	_____ Email	

Contract Type:

☐ Single High School – account resides at the high school level

XX ☒ School District – full or partial traditional school district

☐ Consortium of Schools –a group of schools from various locations, cities, states, etc.

The terms of this agreement incorporate Paragraphs 1 through 24 attached and Attachments including Attachment 1 specifying individual schools within District

StudentTracker for High Schools Agreement (District/School)

1. The Clearinghouse provides a nationwide, central repository of information on student enrollment, degrees, diplomas, certificates and other educational achievements.
2. The School wants to obtain information on the attendance of its former students in postsecondary institutions. The School wishes to use the services of the Clearinghouse to evaluate the School's programs, improve instruction, and assist in the functions as described below and in the Attachments added hereto and made part hereof. School's research will be ongoing in order to provide a longitudinal study on student outcomes. Individual attachments may be added, deleted or modified by mutual written agreement.
3. The School will transmit to the Clearinghouse lists of its graduates ("Graduates"). Initially, it will transmit a list of Graduates dating back up to eight (8) years and, thereafter, will submit lists of new graduates each year after conferral of diplomas. The School agrees that it will submit its Graduates files electronically and that they will contain the data elements and configuration reasonably required by the Clearinghouse.
4. Upon request, the Clearinghouse will compare the School's Graduates with its database and provide the School with data on the subsequent enrollment and educational achievements of its students at postsecondary institutions. In addition to the Graduates file, the School may also submit lists of graduates and other former students in a format reasonably required by the Clearinghouse ("StudentTracker Request Files"), and the Clearinghouse will provide data on the subsequent enrollment and educational achievements of these students at postsecondary institutions.
5. The Clearinghouse will not release any personally identifiable information except as specifically provided under this Agreement, including Exhibits . The Clearinghouse may not in any way use or supply student personally identifiable information obtained hereunder beyond the specific purposes set forth in this agreement, specifically including, but not limited to any marketing of products or services.
6. Both parties acknowledge that the security of the information exchanged is of critical importance. Both parties will comply with all applicable laws and regulations concerning the security and dissemination of the information exchanged hereunder including, but not limited to, The Higher Education Act and related federal regulation, FERPA and related federal regulation, Gramm-Leach-Bliley and related federal regulation and any applicable state laws concerning the privacy and security of the information to be shared hereunder. The Clearinghouse will maintain an information security program including technological, physical, and operational safeguards, a copy of a summary of which will be available to School on request. Such program will include technical and operational safeguards as required under the above referenced laws. The Clearinghouse shall not store any school provided personally identifiable in its custody outside of the United States.

In the event either party determines that an event has occurred that reasonably leads it to believe that there has been an unauthorized or improper disclosure of the information exchanged under this agreement that party will promptly notify the other unless specifically directed not to make such notification by law enforcement. Such notification will include the nature of the incident, the information compromised and the action taken. The parties will cooperate and keep each other fully informed until the incident is resolved. Either party shall have the right to immediately suspend service under this Agreement until the resolution of such incident.

The Clearinghouse agrees to indemnify and hold the School harmless from any direct loss, cost, damage or expense suffered by the School as a direct result of the Clearinghouse's failure to comply with its obligations under this Agreement. The Clearinghouse will maintain insurance covering errors and omissions in its data processing operations in the amount of at least two million dollars (\$2,000,000).

7. In consideration of the services provided by the Clearinghouse under this Agreement, the School agrees to pay the Clearinghouse a fee in accordance with the Clearinghouse's published Schedule of Fees for Secondary Schools. The Clearinghouse agrees to provide the School with ninety (90) days prior written or electronic notice of any increase in the fee for this service. The School agrees to submit payment of applicable fees within thirty (30) days of receipt of a bill from the Clearinghouse. If the School is a school district, it will submit a list of the names of the high schools covered by this Agreement on Attachment 1.
8. The Clearinghouse uses its best efforts to review, interpret, and follow publicly disseminated guidance on FERPA in the development and operation of its services and provides for the release of only unblocked directory information unless FERPA authorizes release without consent. The School is solely responsible for its compliance with FERPA, and the Clearinghouse is not liable for any errors or omissions by the School that may give rise to FERPA violations. Both the Clearinghouse and the School agree to comply with all applicable Federal, State, and local statutes, regulations, and other requirements pertaining to the security, confidentiality, and privacy of information exchanged with and maintained by the Clearinghouse.
9. The School agrees that it shall not use data provided by the Clearinghouse for any purpose not authorized by this Agreement. The School agrees that it may only disclose the data provided by the Clearinghouse to school boards and school officials whom it has determined to have legitimate educational interests. The School agrees that it will not release data provided by the Clearinghouse to any other individuals, institutions, or organizations, other than those identified above, either in student or postsecondary institution identifiable form, without the Clearinghouse's express written permission and payment of any additional fees that may be required.
10. In the event the School is required to disclose any data provided hereunder (specifically including, but not limited to, information which could potentially identify individuals or specific postsecondary institutions) pursuant to any applicable statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction, the School must provide the Clearinghouse prompt notice of such request for disclosure and reasonably cooperate with the Clearinghouse's efforts to obtain a protective order. The parties further agree that any exclusion effected pursuant to this provision is authorized only to the minimum extent necessary to allow the School to comply with a legal rule or order compelling the disclosure of information and shall not constitute a general waiver of the obligations of confidentiality under this Agreement.
11. The School will institute and maintain reasonable controls to ensure that the information it provides to the Clearinghouse under this Agreement is complete and accurate. The School agrees that the Clearinghouse will not be responsible for actions, errors or omissions of the School.
12. The School agrees to:
 - a. Ensure that only authorized personnel whom it has determined to have legitimate educational interests will be provided with access to the Clearinghouse's secure website, and that such access will be immediately terminated when those personnel leave the School's employment.
 - b. Take all necessary steps to ensure that authorized personnel do not share their Clearinghouse website user names and passwords with other individuals or entities.
13. The Clearinghouse will institute and maintain reasonable controls to ensure the integrity and security of its database and data transmission systems so that it releases information solely to authorized Requestors in accordance with the terms of this Agreement and applicable law. Such controls will adhere to best practices and standards within the education community related to information security and will include technical, operational and physical controls which will be reflected in a comprehensive information security policy. The Clearinghouse will provide periodic security training to its employees who operate or have access to the database and data transmission systems. The Clearinghouse agrees to indemnify and hold the School harmless from any direct loss, cost, damage or expense suffered by the School as a direct result of the Clearinghouse's failure to comply with its obligations under this Agreement. The Clearinghouse will

maintain insurance covering errors and omissions in its data processing operations in the amount of at least two million dollars (\$2,000,000).

14. The School may audit the performance by the Clearinghouse of its duties and obligations hereunder at the Clearinghouse offices during normal business hours but no more frequently than annually. Audits require 30 days advanced notice and will be scheduled at a mutually convenient date.
15. The Clearinghouse will not retain or release personally identifiable information provided by the School except as specifically authorized under this Agreement. The Clearinghouse may retain or release information received from the School under this Agreement that is in aggregate or statistical form and does not contain Social Security numbers or other personally identifiable information. The School retains full ownership rights to the information in the education records it provides to the Clearinghouse. Upon termination of this agreement, the Clearinghouse will immediately discontinue use of any information that has been provided to it by the School. The Clearinghouse agrees to destroy all information provided under this Agreement: (1) at the School's request; (2) when the data is no longer needed to achieve this Agreement's purposes, (3) upon termination of this Agreement, or (4) as otherwise required by State or Federal law. School agrees that Clearinghouse may maintain data provided by the State, when such data is needed to satisfy audit or other State and Federal legal and regulatory requirements. Certification of this destruction will be at the School's request per the Clearinghouse's data deletion policy, or as otherwise may be required by the School.
16. Both parties understand that the purpose of this study includes a longitudinal evaluation of the outcomes of the School's programs, and as such there is no firm end date for the study. School agrees that, on an annual basis, it will review the need for data received under this Agreement and destroy all personally identifiable information received from Clearinghouse when the data is no longer needed to achieve this Agreement's purposes.
17. In the event School is required by law or regulation to provide parents or eligible students, access to, or correction of student data, Clearinghouse agrees to facilitate access and correction of data shared under this Agreement
18. The Clearinghouse agrees that data provided by the School under the agreement may not be sold by Clearinghouse, or be used by the Clearinghouse to amass a student profile or conduct targeted advertising.
19. The School agrees to acknowledge in all internal and external reports, presentations, publications, press releases, and/or research announcements that utilize StudentTracker data that the source of the data is the StudentTracker service from the National Student Clearinghouse.
20. The School agrees to provide all notices to the Clearinghouse under this Agreement to:

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 220
Herndon, VA 20171
Attn: Contracts Manager
Electronically: contracts@studentclearinghouse.org
21. The Clearinghouse agrees to provide all notices under this Agreement to the School to the signatory and address on Page 1 of this Agreement unless otherwise instructed in writing by the School. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues unless otherwise instructed in writing by the School.
22. The effective date of this Agreement is the date by which it is signed by both parties. This Agreement will remain in effect until terminated by either party by providing sixty (60) days written notice to the other party.

The parties agree that any subsequent modifications to this Agreement will be made only in writing. The Clearinghouse may assign this Agreement without consent to a successor or wholly owned subsidiary.

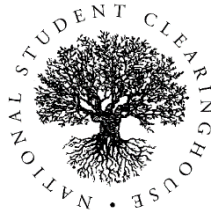
23. All representations, warranties, disclaimers of liabilities, indemnifications, and covenants between the parties will survive the termination of this Agreement for any reason and in any manner and will remain in full force and effect between the parties.
24. To the extent applicable under California law:
 - a. Should an event rise to the level of a security breach, both parties to this Agreement shall reasonably cooperate together to fulfill either party's requirements under California data breach notification laws. The Clearinghouse shall follow its breach notification policy, which is in compliance with applicable federal and California laws. Notifications will include, written in plain language, the Clearinghouse's name and information about who to contact at the Clearinghouse, a list of the personal information we reasonably believe to have been the subject of a breach, a general description of the breach incident, and the steps we are taking to mitigate; and
 - b. Except as otherwise provided in this Agreement, both parties agree that they may not disclose data obtained under this Agreement with any third party. Furthermore, both parties shall take all reasonable steps to ensure that third parties are prohibited from using identifiable information in pupil records to engage in targeted advertising.



Attachment 1 (for Districts)
StudentTracker for High Schools Agreement

District Name (only if district account)	Sapulpa Public Schools
Date	July 1 2021

School Name	Address	ACT Code	Enrollment
Sapulpa High School	3 S. Mission Sapulpa, OK 74066	373170	918



**Attachment 2:
StudentTracker for High Schools Agreement**

**NATIONAL STUDENT CLEARINGHOUSE
SCHEDULE OF FEES FOR SECONDARY SCHOOLS
Published May 15, 2007 and Effective Until Further Notice**

High schools high school consortiums and/or high school districts will pay an annual subscription fee for participation in the StudentTracker for High Schools program equal to \$425.00 per high school.

The program will be provided at **no charge** to high schools that meet the following criteria:

- Have a total enrollment of less than 300 students, AND
- Are located in a district where two or more high schools pay the full annual StudentTracker for High Schools subscription fee.

Attachment 3
STUDENT TRACKER FOR HIGH SCHOOLS
CONTACT LIST

School/District Name:

***Executive Contact**

(Primary point of contact other than signee)

Name: Donia Doudican Title: Director of Instructional Design
 Email Address: ddoudican@sapulpaps.org Phone Number: 918-224-3400 ext. 1127

***Billing Contact**

(Person to receive billing invoice)

Name: Vanessa Dinh-Nguyen Title: Education & Collaborative Action
Project Manager
 Billing Address: 907 S. Detroit Ave. Suite 1100B Tulsa, OK 74120
 Email Address: info@impacttulsa.com Phone Number: 918-271-5100

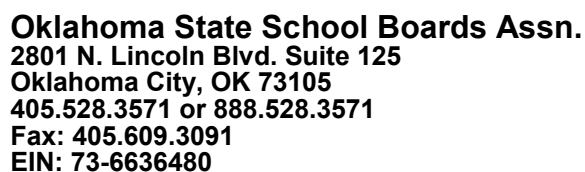
Technical Contact(s) - *Indicate district staff person as an additional Technical Contact-
 (Person(s) responsible for creating, sending and receiving file data)

Name: Delia Kimbrel Title: Senior Director of Research and Policy
 Email Address: delia@impacttulsa.com Phone Number: 918-271-5100

Name: Donia Doudican Title: Director of Instructional Design
 Email Address: ddoudican@sapulpaps.org Phone Number: 918-224-3400 ext. 1127

Name: _____ Title: _____
 Email Address: _____ Phone Number: _____

Please FAX completed contract and attachments to: 703-742-4234

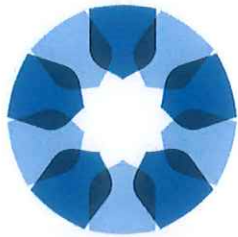


To pay online via credit card please visit: www.ossba.org/payonline

Sapulpa Public Schools
511 E. Lee
Sapulpa OK 74066

[illegible]

Questions ?
Contact Jennifer at jenniferp@ossba.org
or Martha at marthas@ossba.org



CCOSA

The Cooperative Council for
Oklahoma School Administration

LEGAL ASSISTANCE FOR SCHOOL DISTRICTS

2021-2022

CCOSA's 2021 – 2022 Legal Assistance for School Districts Program Agreement

June ~~30~~, 2021

Dear Superintendent:

Thank you for your participation in **CCOSA's Legal Assistance for School Districts Program**. While it is time to consider renewing your district's participation in the Legal Assistance for School Districts Program, CCOSA is continuing the CCOSA District Level Services Program. This program bundles CCOSA legal and financial assistance programs and offers many other services and benefits. If you determine that participation in the new District Level Services Program is not yet appropriate for your district, we are happy to continue your membership in the current CCOSA Legal Assistance for School Districts Program at the current rate with the current services your district receives.

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Sapulpa School District No. 33 of Creek County, Oklahoma (District) concerning the District's participation in **CCOSA's Legal Assistance for School Districts Program** (Program) for the fiscal year ending June 30, 2022.

CCOSA, through its General Counsel, will provide the following types of legal assistance to the District, at District request:

- Consultation by email, telephone, or in person at a CCOSA office with District staff members regarding matters where the District is not already engaged in litigation or being advised by retained legal counsel.
- Assistance with the review and updating of district documents regarding employment, students, and professional services, exclusive of board policies.
- Specialized training at a CCOSA office (no additional travel expense for the District) or at another mutually convenient location (with the CCOSA General Counsel's actual travel expense paid by the District).
- Complimentary workshop registrations to specified CCOSA training events.

The District understands that CCOSA's Program emphasizes assistance in special education and disability-related issues and that the CCOSA Attorney will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, the CCOSA Attorney may recommend that the District seek legal assistance and services from a non-CCOSA Attorney, which may cause the District to incur legal expenses that are not covered by this Program.

This Program is ADVISORY ONLY. Participating districts are NOT forming an attorney-client relationship with CCOSA's Attorney and CCOSA does not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.

Cost to Participating School Districts

(based upon each district's size in ADM for the 2019-20 fiscal year)

<u>ADM</u>	<u>COST</u>	<u>WORKSHOP REGISTRATIONS</u>
25,000 plus	\$2,000	6
10,000 to 24,999	\$1,500	6
5,000 to 9,999	\$1,200	4
2,000 to 4,999	\$1,000	4
1,000 to 1,999	\$800	3
500 to 999	\$700	3
499 or less	\$600	2

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2019-20 ADM for all school districts that participated in the cooperative, interlocal, or technology center during the 2020-21 school year.

The District may designate two District administrators who are authorized to initiate requests for legal assistance from the CCOSA Attorneys. Districts with an ADM of 10,000 and above may designate three District administrators. The District may include additional school personnel in conference calls, on-site visits, and training sessions.

Enclosed is a list of approved events from which the District may select for the contract term. Please indicate the number of participants who will be attending the event(s).

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2022. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party.

If this letter meets with your approval, please place the following item on an upcoming Board agenda:

Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in CCOSA's Legal Assistance Program for the 2021-2022 fiscal year.

When the Board approves the agreement, please return a completed copy of the enclosed forms to **Laura Crabtree** (laura@ccosa.org) or fax to 405.524.1196 (ATTN: Laura Crabtree) and keep a copy for your District files.

We look forward to working with you. Please contact General Counsel Andrea Kunkel (kunkel@ccosa.org) or me (deering@ccosa.org) if you have questions about this Agreement or the Program.

Sincerely,

Dr. Pam Deering
CCOSA Executive Director

P.O. CALCULATION GRID

County Name: Creek

County Number: 19

District Name: Sapulpa

District Number: 33

P.O. CALCULATION GRID

<u>ADM</u>	<u>COST</u>
25,000 plus	\$2,000
10,000 to 24,999	\$1,500
5,000 to 9,999	\$1,200
2,000 to 4,999	\$1,000
1,000 to 1,999	\$800
500 to 999	\$700
499 or less	\$600

ADM (2019-20)	TOTAL
	3,640.04

Purchase Order Number: _____

Purchase Order Amount: \$1,000.00

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

DESIGNATED ADMINISTRATOR CONTACT FORM

Eligible Administrators

(based upon each district's size in ADM for the 2019-20 school year)

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

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
Katherine Stufflebeam	918-224-3400 ext. 1115	Kstufflebeam@sapulpaps.org
Johnny Bilby	918-224-3400 ext. 1121	jbilby@sapulpaps.org
*		

*only if ADM exceeds 10,000

WORKSHOP REGISTRATION

Below is a list of approved professional development workshops from which your District may select at no cost as part of your participation in the CCOSA Legal Assistance for School Districts Program (Program). Please indicate the number of free registrations your District will use when attending selected events.

Workshop Name

- School Law for Administrators, Fall (2)
- ODSS Best Practices Conference (2)
- OASA Legislative Conference (1)
- School Law for Administrators, Spring (2)

Please use the following information to determine the number of free registrations your District receives as part of your participation in the Program.

<u>ADM</u>	<u>WORKSHOP REGISTRATIONS</u>
25,000 plus	6
10,000 to 24,999	6
5,000 to 9,999	4
2,000 to 4,999	4
1,000 to 1,999	3
500 to 999	3
499 or less	2

Please complete the following form to indicate the workshop(s) District personnel would like to attend and the number of free registrations you plan to use for the workshop(s) you identify.

WORKSHOP NAME	NUMBER OF REGISTRATIONS
ODSS Best Practices Conference	2
School Law for Admin. (Fall)	1
School Law for Admin. (Spring)	1

SUPERINTENDENT CERTIFICATION OF PARTICIPATION

I certify that on the 12th day of July 2021, the Board of Education of Sapulpa Public Schools voted to allow our school district to participate in the CCOSA Legal Assistance for School Districts Program. The Sapulpa Board of Education has encumbered \$ 1,000 for the purpose of participating in the CCOSA Legal Assistance for School Districts Program. The Board of Education acknowledges that an attorney-client relationship is **NOT** being created with the CCOSA Attorney through participation in the Program and that the CCOSA Attorney is only providing advisory services to designated administrators with Sapulpa Public Schools.

Signature of Superintendent
Board President

Date

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



MEMORANDUM OF UNDERSTANDING

TULSA TECH eSCHOOL NETWORK

This Memorandum of Understanding (Agreement) is entered into this 28th day of June, 2021 between Tulsa Technology Center School District No. 18 of Tulsa County, Oklahoma, a/k/a Tulsa Technology Center, (Tulsa Tech), and Independent Schools District of Creek County, Oklahoma, a/k/a Sapulpa Public Schools, (Oklahoma School District).

Tulsa Tech eSchool Network is a virtual learning content system whereby consortium school districts and their students can access on-line content through a shared license agreement that is sponsored by Tulsa Tech.

A check mark in the appropriate box indicates your school district's agreement with the following terms:

- a) Student access to curriculum content will be shared by all consortium members through a licensing agreement with contracted vendors that have been approved by the consortium member schools.
- b) Compliance with all state/federal mandates will be the responsibility of the consortium member school district.
- c) Schools must provide, at their expense, server set up equipment and computers to be used by their students when accessing content on-site.
- d) The participating schools will determine the individual students, their ages, and curriculum needs in providing access to virtual online content.
- e) Tulsa Tech assumes no responsibility for the use of the software access as applied by the school district.
- f) Tulsa Tech maintains the right to access district and student usage and success reporting data including the following: course access, student usage, course completion rates, student course disabled data, and progress by time. This data will only be used for comparative analysis and to validate modifications made throughout the school year. Individual student names will not be used in any reporting, nor will any students be individually contacted by Tulsa Tech without the consent of the school district and the consenting accompanying guardian and individual student.
- g) Tulsa Tech awards no credit for online courses; only the participating school conducts such transcription.
- h) Tulsa Tech recommends that formal and summative assessments be conducted in a proctored setting.

Out of District: eSchool Network Fee

☐ eSchool Network Fee @ 3,562 students x \$9.75 = \$34,729.50

* Total number of district students obtained from Oklahoma State Department of Education October 1, 2020 student count

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

"TULSA TECH"

**TULSA TECHNOLOGY CENTER SCHOOL
DISTRICT NO. 18 OF TULSA COUNTY,
OKLAHOMA, a/k/a TULSA TECHNOLOGY
CENTER**

Signature

Print Name

President, Board of Education

Title

Date

"OKLAHOMA SCHOOL DISTRICT"

SAPULPA PUBLIC SCHOOLS

Signature

Print Name

President, Board of Education

Title

Date



This contractual agreement is entered in to between the State of Oklahoma *ex rel*, Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Oklahoma City, OK 73105, (hereafter “OSDE”) and **Sapulpa Public Schools**, (hereafter “Vendor”), whose mailing address and contact information for the purpose of this contract is: 511 East Lee, Sapulpa, OK 74066.

1. PURPOSE

- 1.1.** The purpose of this contract is: to work with Vendor to provide professional development and support in implementing science curricular units in a classroom during the 2021-2022 school year. This contract establishes a process for the Vendor to support participating teachers with attending required professional development sessions, implementing science curricular units, and providing feedback through surveys and interviews during the implementation year.

The Oklahoma State Department of Education will secure space for meetings, provide supplies for implementing the science curricular units and assist in planning professional development sessions to be provided to selected teachers.

- 1.2.** To fulfill the purpose of this contract, Vendor hereby offers and agrees to perform and/or provide the following goods and/or services to OSDE: outlined in **Attachment A Timeline for Deliverables**.

SCOPE AND SEQUENCE OF WORK

1.2.1 Participating teachers will attend virtual professional development sessions during Summer 2021 (dates outlined in Attachment A).

1.2.2 Participating districts will provide substitutes, if needed, so participating teachers can attend virtual professional development in the Fall and/or Winter.

1.2.3 Participating teachers will attend four, 1-hour after school, virtual check-in meetings (two each semester).

1.2.4 Participating teachers will implement science curricular units and provide feedback through interviews and surveys throughout the entirety of the pilot year.

- 1.3.** The OSDE **will not** share student data with the Vendor for performance of this agreement.

2. PAYMENT TERMS & CONTRACT DURATION

In consideration of satisfactory performance of this contract, the OSDE agrees to pay Vendor a total amount of **\$ 0.0** (zero dollars) (includes travel expenses) payable in arrears as outlined in **Attachment B Budget**. It is further agreed by both parties that this Agreement shall be in effect from the date of award and ending **May 31, 2022**.

3. INVOICING AND PAYMENT

Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

or services provided. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

Invoices shall be submitted to the Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Suite 415, Oklahoma City, OK 73105-4999 or by e-mail to SDEAccountsPayable@sde.ok.gov.

Invoice remittance shall in every case possible be paid by Electronic Fund Transfer (EFT). Title 62 O.S. §34.64(H) requires that payments from the State Treasury shall be conveyed solely through an electronic payment mechanism. New Vendors doing business with the OSDE for the first time must contact the Office of Management and Enterprise Services at Vendor.EFT@omes.ok.gov to make arrangements to receive payment electronically.

3.1. Standard Payment Terms: Net – 45 (62 O.S. §34.71).

3.2. Early Payment Discount: Additional terms shall be no less than 10 days increasing in 5 day increments up to 30 days. Supplier will provide a discount of 0 percent for Net 10, a discount of 0 percent for Net 15, a discount of 0 percent for Net 20, a discount of 0 percent for Net 25, and a discount of 0 percent for Net 30. The date from which discount time is calculated shall be the date of a valid invoice. An invoice is considered valid if sent to the proper recipient and goods or services have been received.

4. TAX EXEMPTION

State agency acquisitions are exempt from state sales and federal excise taxes.

5. AUDIT AND RECORDS CLAUSE

As used in this clause, “records” includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the Vendor agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

The Vendor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

6. CONTRACTS OPEN TO PUBLIC DISCLOSURE

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information Vendor submits as part of or in connection with a contract are public records and subject to disclosure. Vendors claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE shall make the final decision as to whether the documentation or information is confidential.

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

7. ENTIRE AGREEMENT

This instrument contains the full understanding and agreement of the parties as to the subject matter hereof and may not be altered or amended except by written agreement signed by the parties. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Agreement.

Either party may initiate a request to amend this agreement. Request for any amendment must be made in good faith and in compliance with Applicable Law. All such amendments shall be in writing, dated, signed by the Parties and identified as an amendment.

8. CONTRACT MODIFICATION

Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the OSDE in writing, or made unilaterally by the Vendor, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Vendor shall not be entitled to any claim under this Contract based on those changes.

9. NON-APPROPRIATION CLAUSE

The terms of any Contract and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the purchase order or any other Contract document, the OSDE may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The decision of the OSDE as to whether sufficient appropriations are available shall be accepted by the Vendor and shall be final and binding.

10. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any dispute or controversy arising under or in relation to this Agreement shall be litigated exclusively in a court of competent jurisdiction in the State of Oklahoma. The state and federal courts and authorities with jurisdiction in the State of Oklahoma shall have exclusive jurisdiction over all controversies which shall arise under or in relation to this Agreement.

11. CHOICE OF VENUE

The venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

12. TERMINATION FOR CAUSE

The Vendor may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the OSDE. The OSDE may terminate the Contract for default or any other just cause upon a 30-day written notification to the Vendor.

The OSDE may terminate the Contract immediately, without a 30-day written notice to the Vendor, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the OSDE determines that an administrative error occurred prior to Contract performance.

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If the Contract is terminated, the OSDE shall be liable only for payment for products and/or services delivered and accepted.

13. TERMINATION FOR CONVENIENCE

The OSDE may terminate the Contract, in whole or in part, for convenience only if the OSDE determines that termination is in the State's best interest. The OSDE shall terminate the Contract for convenience by delivering to the Vendor a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 30 days from the date the Notice of Termination for Convenience is issued by the OSDE.

If the Contract is terminated, the OSDE shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the Vendor.

14. COUNTING OF DAYS

Except where otherwise specifically provided, any reference in this Agreement to a period of "days" means calendar days, not business days.

15. SEVERABILITY

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction only, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions thereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

16. CAPTIONS

The captions of the paragraphs of this Agreement are for convenience only and shall be disregarded in construing the terms of this Agreement.

17. INSURANCE

The Vendor shall obtain and retain insurance, including worker's compensation, automobile insurance and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. Vendor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the OSDE with evidence of such insurance and renewals.

18. TRAVEL EXPENSES

In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the Vendor in performance of the Contract shall be included in the total bid price/contract amount.

19. EMPLOYMENT RELATIONSHIP

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the OSDE. The Vendor's employees shall not be considered employees of the OSDE for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees. Furthermore, Vendor agrees and understands that this Contract shall not interfere with and does not supersede any employment Vendor currently has or may have with an Oklahoma public school such that the services performed under this

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

Contract are to be performed outside of any duties or functions required under such an employment agreement with an Oklahoma public school.

20. COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007

The Vendor certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

21. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBLE MATTERS

The Vendor certifies to the best of their knowledge and belief, that they and their principals, and any subcontractors: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency; Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses aforementioned in this section; and Have not within a three-year period preceding this contract had one or more public (Federal, State or local) contracts terminated for cause or default.

If the Vendor is unable to certify to any of the statements in this certification, the Vendor must attach an explanation of such circumstances under separate cover with reference to this contract.

22. COMPLIANCE WITH APPLICABLE LAWS

The products and services supplied under the Contract shall comply with all applicable federal, state and local laws, and the Vendor shall maintain all applicable licenses and permit requirements.

23. UNAUTHORIZED OBLIGATIONS

At no time during the performance of this contract shall the Vendor have the authority to obligate the OSDE for payment of any goods or services over and above the awarded contract. If the need arises for goods or services over and above the contract for this project, Vendor shall cease the project and contact OSDE for approval prior to proceeding.

24. ASSIGNMENT

Vendor's obligations under this contract may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the OSDE.

25. EQUAL OPPORTUNITY AND DISCRIMINATION

The Vendor certifies they are an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive Orders 11246 and 11375. The Vendor assures compliance with the Americans with Disabilities

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

26. LOBBYING

The Vendor certifies they are in compliance with the Anti-Lobbying law, Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000.00 as defined at 45 CFR 93, Section 93.105 and 93.110.

27. ENVIRONMENTAL PROTECTION

If the payments under the contract are expected to exceed \$100,000.00, then Vendor must comply with all applicable Federal Laws such as Section 306 of the Clean Air Act (42 U.S.C. 1857 (L)), Section 508 of the Clean Water Act (33 U.S.C. 1638), Executive Order 11738, and Environmental Protection Agency Regulations (40 C.F.R Part 15), which prohibit the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

28. DRUG-FREE WORKPLACE

The Vendor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 45 CFR part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

29. FORCE MAJEURE

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- A. to terminate this agreement in whole or in part; or
- B. to suspend the Agreement, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

30. SUPPLIER CONTRACT CERTIFICATION

The supplier named herein certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

If this contract is for professional services as defined in 74 O.S. § 85.2, and if the final product is a written proposal, report, or study, the supplier named herein further certifies that (s)he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract

31. NON-COLLUSION CERTIFICATION

Any competitive bid submitted to this state or contract executed by the state for an acquisition in excess of the fair and reasonable acquisition threshold amount shall contain a certification, dated and in substantially the following form:

A. I certify:

1. I am the duly authorized agent of Sapulpa Public Schools, for the purpose of certifying facts pertaining to the existence of collusion among and between bidders and suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition;
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of this contract to which this statement relates and have been personally and directly involved in events leading to the acquisition or submission of such contract; and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
 - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. to any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

32. EXECUTION BY COUNTERPARTS

This agreement may be executed in any number of counterparts by facsimile, electronic, scanned or digital signature and when executed so it shall be deemed an original signature.

The counterparts of this Agreement and all ancillary documents may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party and the receiving

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

IN WITNESS THEREOF, the parties through their duly authorized representatives have accepted the terms of this agreement.

Sapulpa Public Schools
511 East Lee
Sapulpa, OK 74066

Date: _____

Authorized Vendor Signature

Oklahoma State Department of Education
2500 N Lincoln Blvd
Oklahoma City OK 73105

Date: _____
Certified this date

Joy Hofmeister
State Superintendent of Public Instruction

Revised: 11/18/2020

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

Attachment A Timeline for Deliverables

Scope and Sequence of Work:

- Participating teachers will attend virtual professional development sessions during Summer 2021.
- Participating districts will provide substitutes, if needed, so participating teachers can attend virtual professional development in the Fall and/or Winter.
- Participating teachers will attend four, 1-hour after school, virtual check-in meetings (two each semester).
- Participating teachers will implement science curricular units and provide feedback through interviews and surveys throughout the entirety of the pilot year.

OpenSciEd High School Pilot Sessions for All Participants Overview: Participants attend subject-specific sessions.	
July 19-22, 2021 12:00-4:00 pm	Summer Session for All Participating Pilot Teachers • Professional development on biology, chemistry, and physics curricular units
Fall 2021 (TBD) Friday-Saturday	Fall Professional Development Sessions (Biology Only) • Substitutes needed for one school day (Friday) • Professional development on a biology curricular unit
Fall 2021 (TBD) After Contract Hours	Virtual Check-In Meetings 1-2 • Support for implementing biology, chemistry, and physics curricular units
Winter 2022 (TBD) Friday-Saturday	Professional Development Session for All Participating Pilot Teachers • Substitutes needed for one school day (Friday) • Professional development on biology, chemistry, and physics curricular units
Winter 2021 (TBD) After Contract Hours	Virtual Check-In Meetings 3-4 • Support for implementing biology, chemistry, and physics curricular units

OKLAHOMA STATE DEPARTMENT OF EDUCATION CONTRACT

Attachment B Budget

Contractual Services: To work with Vendor to provide professional development and support in implementing science curricular units in a classroom during the 2021-2022 school year. This contract establishes a process for the Vendor to support participating teachers with attending required professional development sessions, implementing science curricular units, and providing feedback through surveys and interviews during the implementation year.

Deliverables	Payment Amount
Participating teachers will attend, plan, and/or facilitate virtual professional development sessions during Summer 2021 (dates outlined in Attachment A).	\$0.0
Participating districts will provide substitutes, if needed, so participating teachers can attend and/or facilitate virtual professional development in the Fall and/or Winter.	\$0.0
Participating teachers will attend, plan, and/or facilitate four, 1-hour after school, virtual check-in meetings (two each semester).	\$0.0
Participating teachers will implement science curricular units and provide feedback through interviews and surveys throughout the entirety of the pilot year.	\$0.0
Total:	\$0.0

United Community Action Program Inc.

501 Sixth Street
Pawnee, OK 74058

JOHNNY BRYANT
EXECUTIVE DIRECTOR

CENTRAL OFFICE
(918) 762-3041
HEAD START
(918) 762-2561

June 14, 2021

Robert Armstrong, Superintendent
Sapulpa Public Schools
511 E. Lee Ave
Sapulpa, OK 74066

Dear Mr. Armstrong,

Greetings!

Enclosed please find two copies of the special services agreement for the 2021-2022 school year. As in the past, please note on the 1st page as to whether your district is using categorical or developmental delay eligibility for Head Start age students. Additionally, please indicate whether or not your district expects to use Response to Intervention (RTI) for Head Start age students.

Also attached in this package, as required by the Federal Head Start Performance Standards, is a Memorandum of Understanding that outlines how we will work together for all of the children we serve, not just children with disabilities.

Please sign both copies of both agreements and return one of each to my attention and keep the others for your records. If you have any concerns or questions, please feel free to contact me by phone or email listed below.

We are looking forward to mutually serving many of the Sapulpa children and their families and appreciate your district's dedication to collaboration.

Sincerely,



Kim Rice
Director, Head Start/Early Head Start
918-762-3041, ext. 164
krice@ucapinc.org

CC: Kenda Terrones, Business Manager
kterrones@sapulpa.org

Enclosures (2): Special Services Agreement, MOU

Memorandum of Understanding Between United Community Action Program Head Start and Sapulpa Public Schools

This Memorandum of Understanding is entered into by and between United Community Action Program Head Start and Sapulpa Public Schools to improve the availability and quality of services to Head Start Children and families in our community.

The purpose of this memorandum is for coordination of services between Head Start and the local public school for our preschool aged children and families.

UCAP Head Start is mandated under the “Improving Head Start for School Readiness Act of 2007” section 642 (e) (5) to collaborate and coordinate with public entities to the extent practicable.

UCAP Head Start has identified activities in which services between Head Start and the public school may appease this provision in a unified manner.

Both parties will engage in an ongoing system of communication to ensure all eligible children and their families have access to quality early childhood educational experiences.

The UCAP Head Start Program along with the public school will provide the following roles and responsibilities in this collaborative agreement.

These activities will include; but not limited to:

- a) Share the UCAP School Readiness Goals
UCAP will provide along with this MOU a copy of our School Readiness Goals
- b) Join in Recruitment/Pre-Enrollment events
Staff will inform parents of upcoming enrollment time as notified by the public school
- c) Share information as needed for children transitioning into public school with written consent from parent.
Staff will gather written consent from parents as to what documents are needed by the Public school for enrollment such as birth certificate, immunization record, etc.
- d) Invite Kindergarten teacher to speak at parent meeting in UCAP Head Start
Staff will inform the public school on a scheduled time for a representative, preferably a kindergarten teacher, to come and provide parents as to what is to be expected in their child’s next level of education.
- e) Joint staff training sessions when allowable to establish camaraderie between school and Head Start personnel
UCAP staff will collaborate with public school administrators on training that would be of interest to both parties for joint attendance.
- f) Share information with parents about events occurring at the public school via flyers or notes
UCAP staff will disseminate any flyers or notices from the public school informing parents of events they would be welcome to attend

- g) Plan tours for Head Start children and parents to visit public school and get acquainted with public school personnel and view the facility.
UCAP staff will coordinate with public school personnel for a time for tours or visits to occur.

Approved By:

Kim Rice
UCAP Head Start Director

Robert Armstrong, Superintendent
Sapulpa Public Schools

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Sapulpa Public Schools
2021-2022**

This is a local agreement between Sapulpa Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1302). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2021-2022 School Year, Sapulpa Public Schools will utilize: Developmental Delay X, or Categorical, _____, eligibility for Head Start age children.

Sapulpa Public Schools is _____ is not X using Response to Intervention (RTI) for Head Start aged (3-5) children.

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under the IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. LOCAL HEAD START RESPONSIBILITIES:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples)

IV. COORDINATION OF REQUIRED PAPERWORK:

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

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility team summary, necessary special education records and documentation of services provided to the Head Start.
- F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

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

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

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

VI. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate inservice training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs.

VIII. TRANSITION

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR Chapter XIII the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Head Start Director

Date

Superintendent, LEA

Date

**ATTACHMENT A:
CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.

Head Start Director: Kim Rice

Head Start Director's Email:

krice@ucapinc.org

Head Start Disabilities Services Manager:

Open positions contact HS Director

Head Start Disabilities Services Manager's

Email:

Disabilities Manager Address: Kim Rice, 501
6th Street, Pawnee, OK 74058

Disabilities Manager Phone Number: HS

Director's office: 918-762-2561 x164

Head Start Fax Number: 918-762-3712

Head Start Site: Sapulpa 404 S. Walnut,
74067, mailing: PO Box 783

Head Start Site Phone Number: 918-224-1083

Head Start Site Fax Number 918-224-6731

Dallas, TX 75202

Phone: (214) 767-9648

Fax: (214) 767-3743

Email: dallas@acf.hhs.gov

ACF/ACYF/Head Start Bureau/AI/ANPB

330 "C" Street, S.W., Room 2030 Main Office
Washington, D.C. 20047

Phone: (202) 205-8437

Fax: (202) 205-8436

AI/ANPB Toll-Free Phone: 877-876-2662

LEA Superintendent: Robert Armstrong,
Superintendent

LEA Address: 511 E Lee Ave, Sapulpa, OK
74066

LEA Superintendent's Phone Number 918-
224-3400

LEA Superintendent's Fax Number: 918-227-
8348

LEA Superintendent's Email Address:

rarmstrong@sapulpaps.org

Oklahoma Head Start Collaboration Office

Paula Brown, Project Director

605 Centennial Blvd

Edmond, OK 73013

Phone 405-949-1495

Fax 405-949-0955

Email: headstart@okacaa.org

ACF Federal Region VI Office

Kenneth Gilbert, Regional Program Manager

1301 Young Street, Ste 914

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1*
2021-2022

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

*This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3, with both being sent to LEA or SoonerStart office. Send e-mail from COPA referral to
Disabilities Manager*

Center: _____ Teacher: _____
Child's Name: _____ DOB: _____
I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)
hereby give _____ Head Start/Early Head
(Name of Head Start/Early Head Start Center)
Start permission to refer my child _____ to the
(Child's Name)
_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)
and possible special or early intervention services.

(Parent/Guardian Signature) (Date)

(Teacher Signature) (Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ-3 Indicate Score/Cutoff for each area:

Communication: ____/____, Gross Motor: ____/____, Fine Motor: ____/____,

Problem Solving: ____/____, Personal-social: ____/____/

Comments: _____ Date _____

ASQSE-2 Indicate Total Score/Cutoff Score _____/_____/Date _____

Hearing _____/_____/Date _____ Vision _____/_____/Date _____

(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____

(Most Recent)

Dental _____ Date _____

(Most Recent)

Other _____ Date _____

Disabilities Manager info:



Grant Agreement

Grantee:	Sapulpa Ms
Grant Amount	\$30,000.00
Purpose of Grant	To offset the costs associated with the PLTW Gateway program.
Award Date	June 30, 2021
Grant Period Start	June 30, 2021
Grant Period End	May 31, 2024
Grant Funded School Year(s)	2021-2022 2022-2023 2023-2024

Payment Schedule	
School Year	Amount
2021-2022	\$15,000.00
2022-2023	\$15,000.00
2023-2024	\$0.00

This grant is awarded to Sapulpa Ms, ("Grantee"), by Project Lead The Way, Inc. ("PLTW"), in the amount of \$30,000.00, and is subject to and conditioned upon the following grant requirements:

A. Active PLTW School; Eligible Programs.

1. This Grant Agreement is conditioned upon the Grantee being deemed an "Active PLTW School" within PLTW's records, which means that the Grantee meets the following requirements throughout each Grant Funded School Year: (i) The Grantee is subject to the PLTW Terms and Conditions or other signed written agreement between Grantee and PLTW and (ii) the teacher(s) for the applicable PLTW Program(s) have completed or will complete PLTW's Core Training or are undertaking a professional development plan which is acceptable to PLTW and such teacher(s) provide the instruction for the applicable PLTW Program(s) throughout the school year. PLTW's Grant Committee will review Grantee's compliance with these requirements on a regular basis during the Grant Period.
2. This grant may be used only for the PLTW Gateway program. Grantee must offer at least one PLTW Gateway unit for the 2021-2022 academic year, and at least two units for the 2022-2023 academic year.

B. Grant Period. Subject to Section I, this grant may be used during the period stated above (the "Grant Period"), and funds may be carried over to subsequent years but must be

spent by the Grant Period End date. Grantee will return any funds that remain unspent to PLTW.

C. **Allowable Expenses. Allowable Expenses.** The allowable expenses of the grant are below.

1. PLTW Participation Fee
2. Core Training and related expenses
3. Required computers and/or tablets
4. Program required equipment and supplies
5. PLTW Core Training and the following related expenses incurred: travel, room, and board
6. Stipends for use during PLTW Core Training

D. **Unallowable Expenses.** Grantee may not use the grant funds for any of the following unallowable expenses:

1. Salaries or Stipends
2. Benefits
3. Meals
4. Infrastructure
5. Renovations
6. Indirect Costs
7. Any other expenses unspecific as allowable
8. Equipment and supplies listed as Optional
9. Training Cancellation Fees
10. Training Substitution Fees
11. Trainings where there was a no-show
12. Trainings where a credential was not earned
13. Salaries
14. Stipends unrelated to PLTW Core Training

E. **Training Fees.** Grantee will not use the grant funds to pay training cancellation fees, fees associated with substitution of a training participant, registration fees for a participant that fails to attend training, and/or registration fees for a participant who does not earn a credential.

- F. **Reporting.** Grantee will provide PLTW grant reports by April 15 of each grant year. The reporting requirements are to be managed in the My Grants section of myPLTW. Submitting timely reports is the responsibility of the district/school receiving the grant and PLTW reserves the right to determine satisfactory progress. PLTW reserves the right to modify reporting requirements in its sole discretion from time to time.
- G. **Access to Records.** Grantee will provide promptly such additional information, reports, required data collection and surveying, and documents as PLTW may request and will allow PLTW and its representatives to have reasonable access to files, records, accounts, or personnel that are associated with this grant, for the purpose of financial reviews, verifications, or program evaluations as may be deemed necessary by PLTW. Any such information, reports, documents or access shall be limited to the evaluation of the PLTW Program and the grant funding and shall be made consistent with any applicable federal or state laws relating to the provision of such information.
- H. **Data Share Agreement.** Grantee agrees and allows PLTW to enter into a data share agreement with a grantor of funds to PLTW, or its designated research firm, to share data for evaluation purposes, as allowed under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) and any applicable state or federal regulations. PLTW will not share any personally identifiable data and will not use the data for commercial purposes, but PLTW may share information about program impact data to support its mission as related to this grant program.
- I. **Compliance.** PLTW reserves the right to require a total or partial refund of any grant funds, may limit access to PLTW curriculum and support resources, and/or may terminate this Grant Agreement if Grantee has not fully complied with the terms and conditions of this Grant Agreement or is not so fully complying at any time during the Grant Period.
- J. **Acceptance and Authorization.** Grantee's receipt of funds under this Grant Agreement is subject to the availability of funds available for this purpose. In such event of unavailability, this Grant Agreement will automatically terminate, and no additional funds will be distributed. Grantee agrees that execution of this document represents both its acceptance of the Grant funds subject to the terms of this Grant Agreement as well as Grantee's authorization for Participation Confirmation for programs set forth in this document. Grantee acknowledges and agrees the person signing this document is legally authorized to obligate the Grantee to its terms. Grantee agrees this Grant Agreement and the PLTW Terms and Conditions or other signed written agreement between Grantee and PLTW constitute the entire understanding between the parties regarding the grant funds during the Grant Period. Upon execution of the Grant Agreement, Grantee shall receive written confirmation of the grant funded programs contemplated by this agreement.

Site Name

Sapulpa Ms

PLTW Program

PLTW Gateway

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the PLTW grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Authorized Signer: _____

Name: _____ Megan Cannon

Title: _____

Date: _____

PROJECT LEAD THE WAY, INC



Maksim Altmark, CPA, MB
Executive Vice President and Chief Financial Officer
Date: June 30, 2021

Prepared By: Christine Curtis
 Customer Name: Sapulpa Indep School District 33
 Contract Term: 12 Months
 Start Date: 21-OCT-2021
 End Date: 20-OCT-2022

Customer Contact: Misty Jones
 Title: Enrollment Center Clerk
 Address: 511 E. Lee
 City: Sapulpa
 State/Province: Oklahoma
 Zip Code: 74066
 Phone #: (918) 224-3400

Product Description	Quantity	Unit	Extended Price
Initial Term 21-OCT-2021 - 20-OCT-2022			
License and Subscription Fees			
PowerSchool SIS Maintenance and Support	3,679.00	Students	USD 21,301.41
PowerSchool SIS Hosting	3,679.00	Students	USD 10,337.99
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 416.00

License and Subscription Totals: **USD 32,055.40**

Quote Total		
	Initial Term	21-OCT-2021 - 20-OCT-2022
	Initial Term Total	USD 32,055.40

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

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

This renewal quote will continue to be subject to and incorporate the terms and conditions found at <http://www.powerschool.com/msa/>, as may be amended.

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

POWERSCHOOL GROUP LLC

Sapulpa Indep School District 33

Signature:

Signature:

A handwritten signature in dark ink, appearing to read "Eric Shander". The signature is fluid and cursive, with the first name "Eric" and last name "Shander" clearly distinguishable.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 14-MAY-2021

Date:

PO Number: _____



PowerSchool LLC
150 Parkshore Dr, Folsom, CA 95630
Quote #: Q-533083-2
Quote Expiration Date: 13-AUG-2021

Prepared By: Jennifer Porter
Customer Name: Sapulpa Indep School District 33
Enrollment: 3,679
Start Date: 1-JUL-2021
End Date: 20-OCT-2021

Customer Contact: Kim Castaldi
Title: Director of Accountability
Address: 511 E. Lee
City: Sapulpa
State/Province: Oklahoma
Zip Code: 74066
Phone #: (918) 224-3400

Prorated pricing is reflective of time period from Start Date through End Date as outlined above. This quote modifies your subscription for the products and services set forth below.

Product Description	Current Quantity	Amended Quantity	Unit	Extended Price
Initial Term 1-JUL-2021 - 20-OCT-2021				
License and Subscription Fees				
PowerSchool SIS Hosting Test Bed Annual	3679		Students	USD 490.96
PowerSchool SIS Hosting SSL Certificate	1		Each	USD 122.74

License and Subscription Totals: **USD 613.70**

Quote Total

Initial Term	1-JUL-2021 - 20-OCT-2021
Initial Term Total	USD 613.70

Annual Ongoing Fees as of 21-OCT-2021 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool SIS Hosting Test Bed Annual	3679	Students	USD 1,600.00
PowerSchool SIS Hosting SSL Certificate	1	Each	USD 400.00

Annual Ongoing Fees Total: **USD 2,000.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: <https://www.powerschool.com/msa/>

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

POWERSCHOOL GROUP LLC

Signature:

A handwritten signature in black ink, appearing to read "Eric Shander". The signature is written in a cursive style with a large, looped "E" and a long, sweeping "S" for "Shander".

Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 14-JUN-2021

Sapulpa Indep School District 33

Signature:

Printed Name:

Title:

Date:



PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-518526 - 2
Quote Expiration Date: 20-AUG-2021

Prepared By:	Helene McMurphy	Customer Contact:	LeaAnn Carr
Customer Name:	Sapulpa Indep School District 33	Title:	Technology Director
Enrollment:	3,999	Address:	511 E. Lee
Contract Term:	12 Months	City:	Sapulpa
Start Date:	12-JUL-2021	State/Province:	Oklahoma
End Date:	11-JUL-2022	Zip Code:	74066
		Phone #:	(918) 224-3400 x 5

Product Description	Quantity	Unit	Extended Price
Initial Term 12-JUL-2021 - 11-JUL-2022			
Professional Services and Setup Fees			
PowerSchool SIS Customizations Remote	20.00	Hours	USD 4,200.00
Professional Services and Setup Fee Totals:			USD 4,200.00

Quote Total

Initial Term	12-JUL-2021 - 11-JUL-2022
Payment Total	USD 4,200.00
Amount to be invoiced as incurred	USD 4,200.00

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: <https://www.powerschool.com/msa/>

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

POWERSCHOOL GROUP LLC
Signature:

Sapulpa Indep School District 33
Signature:

A handwritten signature in black ink, appearing to read "Eric Shander". The signature is fluid and cursive, with the first name "Eric" and last name "Shander" clearly distinguishable.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 10-MAY-2021

Date:



PowerSchool Professional Services Scope of Work
Sapulpa Indep School District 33

PowerSchool
Student Information System

QUOTATION FOR SERVICE

Purpose of Document

The purpose of this Scope of Work ("SOW") is to outline the process, approach, completion criteria, and associated costs for the time-and-materials consultation services as requested by Sapulpa Indep School District 33, ("Client"). This Statement of Work is subject to the terms and conditions of the current license agreement between PowerSchool Group LLC ("PowerSchool") and Client and any other associated policies and agreements pursuant to which PowerSchool has licensed the application to Client (collectively, the "Agreements").

This Statement of Work is a legally binding document. Client is responsible for reviewing in full before signature. Signature denotes agreement to all terms herein.

Scope of Service

PowerSchool shall provide up to 20 hours of developer services to review customizations currently in place on the Client server. PowerSchool shall document all found customizations including location of files, corresponding plug-in (if any), recommendations for update, fixes, removal, etc. PowerSchool shall then provide this information to the Client in a spreadsheet and review found information. PowerSchool shall then work with Client on recommended fixes and other customizations as needed until hours are exhausted.

Client understands that this is a consultation bucket of hours and that there is no guarantee that all work needed can be completed in the time quoted.

Client understands that if the quoted number of hours are exhausted, then a quote for additional hours listing the remaining work and hours needed will be required before any work can continue. Client understands that all time spent by Developer and/or Project Manager is billable whether Client-facing or not.

Deliverable Requirements

1. Customizations in the Mobile App, Gradebook, multi-day attendance screen, and Unified Classroom are not possible. Customizations in PowerTeacherPro are extremely limited and are not included in this SOW. It is not possible for Students to submit data via the Student Portal.

Deliverable Example(s)

Objectives

1. Up to 20 hours of customizations consulting

Completion Criteria

This SOW will be considered delivered and the Client will receive an email notification when the applicable condition is met:

- If consultative services are to be provided under this SOW, with no defined deliverable, then this activity will be considered complete when PowerSchool provides agreed upon consult/system analysis and provides recommended next steps. Once the quoted hours are exhausted, PowerSchool will have no further obligation to deliver services under this SOW.
- If a defined deliverable is to be provided under this SOW, then this activity will be considered complete when PowerSchool installs the final PowerSchool Deliverable, provides recommended next steps, and sends final deliverable sign off documentation.
- If a productization effort is to be provided under this SOW, then upon delivery, this product will be considered a part of core functionality and will be covered under the Client's existing Core Maintenance and Support agreement.

Client Responsibilities

- All business decisions, specific task assignments, general governance, and liability for work performed are the responsibility of Client's school personnel. PowerSchool is not authorized to take responsibility for business decisions, or to assign work to individuals except via the Client's project manager or their designees.
- The Client will create, oversee, and enforce a change control methodology including all test plans, cases, and scripts to ensure that proposed data, technical, and functional changes are evaluated in a test or support environment before they are deployed to a Production environment so as not to adversely affect any deliverables. All liability for changes made to the Production PowerSchool environment(s) approved by the Client in the test and development phase are assumed by the Client.
- The Client will provide access to test/development environment and/or production environment as needed or required to complete the deliverable. This includes, but is not limited to access to the PowerSchool application(s), database, local server file system and other resources as needed to complete the deliverable.
- The Client understands that diagnosing or otherwise troubleshooting access issues is outside of this Statement of Work and is billable on a time/materials basis.
- During the project, the Client will:
 - Identify Client project lead that will work with PowerSchool throughout the effort.
 - Attend Kick-off meeting and all subsequent meetings.
 - Provide access as needed to Client resources throughout the effort.
 - Provide timeline input and feedback throughout the effort.
 - Manage Client business process change throughout the effort.
 - Test any deliverables for the agreed upon functionality and notify the PowerSchool Project Manager/Technical Resource of any concerns.
 - Participate in any milestone deliveries.

PowerSchool Responsibilities

- PowerSchool will assign a Project Manager/Technical Resource to assist through the following phases:
 - Project Kick-off, Planning, and Management
 - Consult/system Analysis
 - Design of any Deliverable
 - Active Development and Configuration

- Testing and Validation
- Project Completion/Sign-Off
- Participate in milestone deliveries and sign-off as needed

All services will be delivered remotely, unless specified above. During the project, PowerSchool will provide the following project management functions:

- **Kick-off Meeting:** Where applicable, the PowerSchool resource will conduct a Kick-off Meeting with the Client to establish responsibilities, milestones, and a basic Project Timeline. All effort shall be scheduled and milestones defined during the project kickoff or emailed to the Client in lieu of a Kick-off Meeting.
- **Establish development tasks:** The PowerSchool resource will establish the tasks necessary for development of the deliverable for use in PowerSchool.
- **Milestone deliveries:** The PowerSchool resource will establish the tasks necessary for development of the deliverable for use in PowerSchool.
- **Project Status Reporting:** The PowerSchool resource will establish the timeline for delivery of milestones during development.

The project management activity will be considered complete when a kickoff meeting is completed and a project timeline created.

Annually Recurring Maintenance and Support for Customizations

Your deliverable may come with a standard annual maintenance and support service (“M&S”) that begins on delivery of the customization and is expected to be renewed annually via a signed renewal quote. This service does not cover changes that are out of scope of this SOW nor does it include changes or enhancements to the deliverable provided. This service protects your investment from any issues that may arise involving the original code as delivered by PowerSchool and as agreed upon in this SOW. This service will continue to cover your deliverable on the current production release of the product that the deliverable was built on. If you upgrade to a new version and your deliverable becomes inoperable due to product changes/enhancements in the latest upgrade, a new quote to rework the code and bring the deliverable current with the latest software to ensure continued compatibility with the current product version will be required. This rework will not result in added maintenance and support costs and your service shall continue as renewed.

TIGER NATURAL GAS

Price Quote

Tiger Natural Gas, Inc. is pleased to provide the following updated pricing for Sapulpa Public Schools located behind **ONG-OGT**.

Pricing is based on the three year average of the historical usage of each of the SPS accounts combined and is priced commencing **8/1/2021**.

Term	Fixed Price	Variable Index	Plus Tiger's Adder
12 Month	\$3.931	Inside Ferc Gas Market Report FOM Index for ONE-OK	+\$0.10 per MMBtu

Month	Volume
January	2,902
February	2,444
March	1,408
April	863
May	329
June	126
July	139
August	216
September	283
October	808
November	1,597
December	2,426

Prices are subject to refresh.

Schindler Inspection

SCHINDLER ELEVATOR CORPORATION

3168 South 108th East Avenue
Suite 370
Tulsa, OK 74146-1622
Phone:
Fax: 918-627-1191

Date: July 09, 2021

Estimate Number: BSCZ-BNVL5V (2021.2.1)

To:

Sapulpa Public Schools
1304 E Cleveland Ave
Sapulpa, OK 74066

Campus Name:

Sapulpa Public Schools (ml)

Attn: Cheryl Moore

EQUIPMENT DESCRIPTION

See attached equipment list.

SCHINDLER ELEVATOR CORPORATION ("Schindler", "we", "us") 3168 South 108th East Avenue Suite 370, Tulsa, OK 74146-1622, and **SAPULPA PUBLIC SCHOOLS**, 1304 E Cleveland Ave, Sapulpa, OK 74066 ("you") agree as follows:

INSPECTION COVERAGE

We will:

- Periodically examine, lubricate, adjust, and as needed, recommend the repair or replacement of the Equipment
- Report to you any necessary repairs discovered by us in the performance of such inspections
- Upon your request, provide you with a proposal for necessary repairs at our standard billing rates
- Perform safety testing

TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	Pressure/Relief Valve	Annually
Gearless	No Load	Annually
Gearless	Full Load	Every 5 years

Our testing responsibilities do not include fees or changes imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

SCHINDLER AHEAD

You will be provided access to the Schindler Ahead tools, which include Schindler Ahead hardware connectivity, Core service in the tier described below, Schindler Actionboard and Actionboard Mobile.

You will also be provided access to the optional Ahead Digital Services as selected and described below.

Schindler Ahead provides remote connectivity to your Equipment. Schindler Ahead will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule appropriate service calls. Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

Schindler ActionBoard and ActionBoard Mobile are communication technologies that provide access to real-time information about your equipment including: performance history, reports, push notifications, service call records, unit profiles and more.

Your contract includes the above features as well as the following Core package:

This Agreement does not include Schindler Ahead.

If you would like information on upgrading your Core package, please discuss with your sales rep. The upgraded packages are:

Connect – Schindler's Connect package provides wireless cellular communication from your equipment's controller to Schindler's data network. This allows the Schindler Cube or Schindler SRM to be connected to your equipment 24/7. The Connect package also provides access to the basic features of ActionBoard/Dashboard and ActionBoard Mobile/Dashboard Mobile, giving you real time information on your equipment.

Enhanced – The Enhanced Package includes access to Schindler's Elevated Support Professional Team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves the response time. The Elevated Support Professional Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback during regular hours related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

Premium – The premium package is our top tier,-and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

Optional Digital Services:

The following digital services are also available:

Digital Alarm – The Schindler Ahead in-car emergency phone service will be added to your digital package. This service includes a reliable digital connection between your existing or new in-car emergency phone and our Schindler Customer Service Network that handles incoming and outgoing emergency calls with passengers in the elevator. To ensure reliability, Schindler Ahead phone service also provides monitoring of this connection. This in-car emergency phone service feature will be added along with the Schindler Core Services, and is

contingent upon code approval by the local authority having jurisdiction. The Schindler Ahead solution must be installed and confirmed by Schindler to be communicating before you proceed with plans to remove or cancel your existing service provider's line for your in-car emergency phone. Schindler will notify you once the Schindler Ahead connection is confirmed. This will ensure there is no disruption with the emergency communications with passengers in the elevator. If proprietary telephone equipment exists, you agree to replace the proprietary hardware with compatible hardware for an additional cost.

_____ Initial Here to add DigitalAlarm for \$25 per unit, per month in addition to the subscription price shown in the Price section below

ElevateMe - The Schindler Ahead ElevateMe service, which requires a compatible elevator controller, enables passengers to call an elevator via their personal smartphone. Any smartphone with an Apple iOS or a Google Android operating system, can download the ElevateMe app from the respective app store. Via the app the elevator can be called, and the desired destination floor entered. The smartphone will substitute the typical elevator call via a landing or car operating panel*. Once the service is active, all passengers using the smartphone application can place destination calls. The elevator must be equipped with Schindler Ahead to offer the feature. *The landing and operating panels will remain and work as is.

Scope of Services:

Software update and activation of feature on Schindler Cube

Creation, printing and installation of QR Codes

Commissioning of system, testing and registration via Schindler Ahead Control Center

Permanent Monitoring and support via the Technical Operation Center (TOC)

Regular Over-The-Air Update to ensure reliability and security of the hardware

_____ Initial Here to add ElevateMe for \$25 per unit, per month in addition to the subscription price shown in the Price section below

Schindler Ahead, your Core package, and the digital services described in this agreement require Schindler Ahead Connectivity. If your existing unit(s) are not equipped with the Connectivity to enable the selected services, we will provide a separate invoice for this cost. By signing this agreement, you agree to pay the costs associated with this activation. Work shall be performed during our regular working hours of our regular working days. Title to Hardware remains with Schindler. Schindler may replace or modify Hardware at any time. Customer shall promptly provide Schindler access to Hardware and prevent unauthorized access thereto.

HOURS OF SERVICE

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services do not include callbacks during regular or overtime hours. If you authorize services outside the scope of this agreement, or callbacks at any time, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel.

TERM

This Agreement commences on July 01, 2021, and continues until June 30, 2022, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

PRICE

In consideration of the services provided hereunder, you agree to pay us the sum of \$591.00 per month, payable in annual installments of \$7,092.00, exclusive of applicable taxes.

This Agreement does not include Schindler Ahead. If you would like to choose a Schindler Ahead tier, please indicate by checking below:

- ☐ Upgrade to the Connect Package - \$10 per unit, per month addition.
- ☐ Upgrade to the Enhance Package - \$20 per unit, per month addition.

The packages above are dependent upon applicable equipment type and hardware installation, which will be installed at the owner's expense. Please contact your Schindler Rep for more information.

PRICE ADJUSTMENT

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

The annual contract price adjustment will not apply to Schindler Ahead. Schindler reserves the right to make adjustments to the monthly fee for the Schindler Ahead tiers as additional value added features and functionality are added to the selected offering.

PAYMENT OPTIONS

(1) Please select a Method of Payment:

☐	Direct Debit	1% Discount (Attach Copy of voided check)
☐	Credit Card	3% Addition
☐	Visa	☐ MC ☐ AMEX
Number: _____		
Expiration Date: _____		
Signature: _____		
☐	Check	
☐	Other:	_____

(2) Please select a Payment Frequency (Other than Annual):

☐	Semi-Annual	1% Addition
☐	Quarterly	3% Addition
☐	Monthly	5% Addition

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

By: Brandon Schutz

For: Schindler Elevator Corporation

Title: Sales Representative

Date: July 09, 2021

Accepted:

By: _____

For: Sapulpa Public Schools

Title: _____

Date: _____

Approved:

By: Brian Burke

Title: District Manager

Date: _____

TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed premaintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one/half of the remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; use of a stopped escalator as a stair; adverse environmental or premises conditions, including but not limited to water damage, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
 - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
 - (b) Termination of the Agreement on ten (10) days prior written notice; and
 - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.

8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.

10. You will prevent access to the Equipment, including the SA feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SA, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SA output, nor for claims arising from acts or omissions of others in connection with SA or from interruptions of telephone service to SA regardless of cause. You agree, which obligation shall survive this Agreement, that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

13. You hereby authorize us to produce single copies of the EPROM and/or ROM chips for each elevator subject to this Agreement for the sole purpose of archival back-up of the software embodied therein. The duplicate chip(s) for a given elevator shall be identified by serial number, or other means, and shall be stored on the building premises in a secured area in the elevator equipment room or you may retain possession. We agree that back-up chips are not for the benefit of purchase or sale, or for use in other elevator systems, and shall be used for no other purpose than the replacement of a defective or damaged chip on the particular elevator. In the event that your continued possession of the computer program should cease to be rightful, we agree that all such archival copies shall be destroyed.

14. You acknowledge that certain replacement parts, such as printed circuit boards or control related parts, may be difficult to obtain. While we do not anticipate problems or delays obtaining such parts, it may be necessary or desirable for you to order such parts directly from the original equipment manufacturer ("OEM"). You agree, in such event, to order parts promptly from the OEM, at any time and from time to time, as specified by us. We agree to reimburse you for the reasonable cost of such parts (as covered by this Agreement) promptly upon receipt from you of copies of the invoice(s) together with appropriate payment documentation.

15. Should conditions arise requiring use of the OEM diagnostic tool, we will promptly notify you. You agree, in such event, to promptly contact the OEM for diagnostic service and repair. You will be responsible for all costs related to such service and repair. You further agree that we shall not be responsible for any delays, damage, costs or claims associated with you or OEM's failure to timely provide a diagnostic tool, and you will indemnify, defend and hold us harmless from any such delays, damage, cost or claim.

Sapulpa Public Schools (ml) Equipment List

EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment	Application	Description	Rise/Length Openings	Capacity	Speed	Install#
1	Schindler	Sapulpa Middle School 1304 E Cleveland Ave Hydraulic Passenger	Sapulpa, OK 74066	Middle School	2F/1R	2500	100	
1	Schindler	Collins Stadium Sapulpa 188 S Watchom St Gearless Passenger	Sapulpa, OK 74066	Collins Stadium	1F/2R	2500	150	
1	Kone	Admin Building 511 E Lee Gearless Passenger	Sapulpa, OK 74066	Administratin	3F/1R	2500	150	
1	Dover	Chieftan Center 1201 E Lincoln Ave Hydraulic Passenger	Sapulpa, OK 74066	Chieftan Center	2F/0R	2100	100	

Daybreak Family Services

LETTER OF AGREEMENT

This agreement, dated _____, is entered into between Daybreak Family Services and Sapulpa Public Schools. This letter of agreement is for the period of July 1, 2021 through June 30, 2022 and may be renewable annually with consent of both parties. It is agreed by both parties that Daybreak Family Services will provide School Based Counseling and Mental Health Services as listed in this agreement.

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

Holmes Park Elementary School
Freedom Elementary School

SERVICES PROVIDED BY DAYBREAK FAMILY SERVICES

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

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

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

Sapulpa School District agrees to provide the following:

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

Service Fees for Program Services

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

Representation for all Services

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

Insurance

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

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

Hold Harmless

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

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

SAPULPA PUBLIC SCHOOLS:

BOARD OF EDUCATION

BY: _____
President

Subscribed and sworn before me this the _____ day of _____, 2021.

My Commission expires: _____

Notary Public

DAYBREAK FAMILY SERVICES

By: _____
Daybreak Family Services

Subscribed and sworn before me this the _____ day of _____, 2021.

My Commission expires: _____

Notary Public



Glenpool Conference Center User Agreement

This Agreement dated June 18, 2021, is entered into by and between the Glenpool Industrial Authority, an Oklahoma Statutory Trust, d/b/a the Glenpool Conference Center, 12205 S. Yukon Ave., Glenpool, OK 74033 ("Lessor" or "Conference Center" as applicable) and

[Renter/Organization] Deanna Hayes Sapulpa Public Schools ("Lessee")

To be used for: [name of event and brief description of function] Sapulpa Prom 2022

On the following: [date(s)] April 30, 2022

Room(s) to be Rented: Exhibit Hall B and Foyer

Contact Name*: Deanna Hayes Phone Number: 918-557-3938

***Contact will be required to present proof of age and will be responsible for all obligations of the Lessor.**

Mailing Address: 3 S. Mission St. City: Sapulpa State: OK Zip: 74066

E-mail Address: dhayes@sapulpaps.org

Rental Time: (From) 2:00 pm (To) 11:00 pm Event Start Time: 7:30 pm

Expected Attendance: 300 Kitchen Fee (\$100) _____

Clean-Up Fee: 200 guests or more (\$150) ☒ 350 or more guests (\$300) _____

Alcohol Being Served? no Alcohol Request Submitted: Yes _____ [No alcohol may be served without separate agreement]

Rental Equipment Information (please provide the quantity requested)

8' Rectangle Tables (\$5) 2 6' Rectangle Tables (\$5) 1 60" Round Tables (\$5) 10

Brown Banquet Chairs (\$1) 90 Bistro Tables (\$7) _____ Beverage Dispensers (\$5) _____

75" TV (\$50) _____ Theatre Projector (\$50) _____ Portable Projector (\$30) _____

Outdoor sound system (\$50) _____ Podium _____ Handheld/Headset Mic. _____

Beverage Service (\$1 per person with a \$25 set-up fee; includes tea, coffee, water) \$325

Additional details: _____

Indicate the type of set-up: Self Set-up _____ Weekday: GCC staff set-up/tear down (fee of \$3 per table and \$1 per chair) _____

Weekend: GCC staff set-up (fee of \$3 per table and \$1 per chair) ☒ GCC staff tear down (fee of \$3 per table and \$1 per chair) ☒

Room Rental Amount: 2500- Deposit Amount: \$250-

Quoted Total Price: 3173- as of [date] 6/18/21

- Deposit will be applied to balance total amount – Lessee will be responsible for all damages and/or violations of Conference Center policy, to be assessed immediately following event.

FOR THE LESSOR
GLENPOOL CONFERENCE CENTER

Date: _____

FOR THE LESSEE

Deanna Hayes
Date: 6/18/21



Glenpool Conference Center (GCC) Guidelines

1. **Payment** - A **NON-REFUNDABLE** deposit, paid to GCC, of \$250 or half of the room rental if the room rental does not exceed \$250, will be required to reserve any day. The full remaining balance must be paid to GCC 15 days prior to the event. Additional hours may be added to the rental time at the rate of \$100 per hour.
2. **Rental Time** - **The time that is rented from the Glenpool Conference Center includes: any set up or preparation to take place before the event, the time of the actual event and any time needed to clean up after the event to the standard set by the GCC guidelines.** All parties must be removed from the facility by the end of the rental time stated in the GCC Formal Agreement. Any additional time before and/or after the agreed time will be billed to the lessee by GCC at the rate of \$100 per hour.
3. **Termination** - *Termination of this Agreement by Lessee without a minimum of 60 days notice will result in forfeiture of any payments made to the Glenpool Conference Center. As provided by paragraph 1, the deposit will not be refundable in any event of termination.*
4. **Tables and Chairs** - GCC will provide its own 6 ft & 8 ft rectangle tables and 60 inch round tables at a rental price of \$5 per table and brown banquet chairs at a rental price of \$1 per chair. The facility can accommodate banquet style seating for up to 400 guests. Set-up and tear down of tables and chairs on Sunday through Thursday can be done by the Conference Center Staff for \$3 per table and \$1 per chair. Friday and Saturday events are subject to separate set-up and tear down fees of \$3 per table and \$1 per chair.
5. **Alcohol Policy** - **All alcohol MUST be served by a licensed and insured bartender.** An Alcohol Request form must be submitted to and approved by the GCC Director 30 days prior to the date of the event. Lessee will provide a copy of the bartender's liquor license and insurance to the GCC Director 30 days prior to the event. *Lessee will pay \$35 an hour in cash to a CLEET-certified Glenpool Police Officer, for the time frame in which the alcohol is served until the end of the event. This amount is to be paid by the lessee directly to the officer at the beginning of the event. No one under the age of 21 may have the opportunity or be permitted under any circumstance to consume alcohol. Lessee will be held responsible for any violations of this policy.*
6. **Kitchen Fees** - The kitchen may be rented by the lessee for a fee of \$100. GCC will provide kitchen utilities only (walk-in cooler, freezer, oven, fryer, sinks and warmers). GCC does not provide any cooking or baking materials (including but not limited to pots, pans, bowls, and utensils), cleaning rags or cloths. The kitchen must be cleared of all noticeable trash and debris by lessee or catering provider prior to leaving the building following the event.
7. **Additional or Subsequent Charges** - Any additional charges that occur after the final balance is paid will be billed to the lessee and paid at that time. This includes, without limitation, any damages to the facility, any excessive cleaning charges necessitated by the event, any missing or damaged equipment (including rental equipment) or other personal property and any legal charges that may result from violation of alcohol policies.
8. **Clean Up** - **A cleaning fee of \$150 will be applied for parties over 200 guests and a cleaning fee of \$300 for parties over 350 guests.** The lessee is required to clear all areas rented of trash and debris and to return all rented equipment clean and placed back in the service hall by the end of the rental time. Lessee is **NOT** required to clean bathrooms, take out trash, mop, sweep or vacuum. Excessive cleaning may result in a fee following the event. Events using confetti will be billed for clean-up starting at a \$100 fee.
9. **Beverage Service** - Includes tea, coffee and water at \$1 per person with a \$25 set-up fee. Any lessee requiring beverage services to be provided by GCC must notify the Conference Center Director up to 7 days before the date of the event.
10. **Staff Assistance** - All events will have a GCC staff member present at all times to assist the lessee with any facility-related needs and to unlock and/or lock the facility at the agreed start and end event times.
11. **Non-Profit Organizations** - Non-Profit Organizations rates are available. All organizations must receive approval from the GCC Director. Non-Profit rates will not be applied to events taking place on a Friday or Saturday without a special exemption granted by the GCC Director.

I, the undersigned acknowledge that a staff member of the Glenpool Conference Center has discussed the Terms and Conditions with me and I agree to abide by the Terms and Conditions of the Glenpool Conference Center

Date: 6/18/21

Lessee Name [Print]: Deanna Hayes

Lessee Signature: Deanna Hayes

☒ Guidelines Reviewed By Pete Soltra Glenpool Conference Center Staff

**MEMORANDUM OF UNDERSTANDING
BETWEEN SAPULPA PUBLIC SCHOOLS AND YOUTH SERVICES OF CREEK COUNTY**

This agreement is entered into between Sapulpa Public Schools (SPS) and Youth Services of Creek County (YSCC). The purpose of this agreement is to provide educational services for students who live at the YSCC shelter and enroll in Sapulpa Public Schools.

I. Terms

- A. Sapulpa Public Schools agrees to coordinate with Youth Services of Creek County for the following:
- Educational Services,
 - Mental Health or Behavioral Services,
 - Access to Technology, as appropriate,
 - Individual Education Program (IEP) Services, if applicable, and
 - Other Services identified by both parties.
- B. Representatives from SPS and YSCC will meet at least quarterly to ensure that appropriate services are being provided. They will also coordinate with other community agencies that can provide support to these students.

II. Consideration and Cost of Services

- A. Under this memorandum, Sapulpa Public Schools nor Youth Services of Creek County are obligating each other to expend, exchange, or reimburse funds, services, or supplies.
- B. Both parties agree to follow laws, regulations, and other legal requirements from the State of Oklahoma and Creek County.

III. Duration of the Contract

The duration of this contract is to become effective July 1, 2021 and terminate June 30, 2022 with the Board of Education approval.

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

V. Amendment

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

Sapulpa Public Schools

Signature

Printed Name

Title

Date

Youth Services of Creek County

Signature

Printed Name

Title

Date



Shawnee Athletics

Director of Athletics: Todd Boyer
Assistant Director: Ron Arthur
Athletic Secretary: Shari Dillard
Office: 405-214-7130 Fax: 405-214-7139

Shawnee High School
1001 N. Kennedy
Shawnee, OK 74801

Vision Bank Shawnee Invitational Basketball Tournament

January 20-22, 2022

Contract

To reserve your spot in the 2022 Vision Bank Shawnee Invitational, please have this form signed and returned to Shawnee High School by February 22, 2021.

Please return by email or fax to:
Shawnee High School
Attention: Todd Boyer
tboyer@shawnee.k12.ok.us
FAX: Shawnee Athletic Department
405 214-7139

School: Sapulpa High School
Coach: Darlean Culp

Please Check below:

Girls ☒ Boys ☐

☒ Yes, we will return in 2022.

☐ No, we will not return in 2022.

If marking yes, signing below will serve as official confirmation / contract and a binding agreement for your participation in the 2022 tournament.

SIGNATURE _____

TITLE _____



Bixby Public Schools Athletic Department

109 N. Armstrong, Bixby, OK. 74008

Phone (918) 366-2218, Fax (918) 366-2267

Jay Bittle – Executive Director of Athletics & Activities

Stephanie Blackwell – Director of Athletic Programs



Contract for Athletic Contests

March 25, 2021

Bixby Athletic Department, party of the first part and _____, party of the second part, contracts as follows:

Participate in the Bixby Girls Basketball "Invitational Tournament" December 9, 10, 11 2021

The school cancelling this contract without the consent of the Bixby Athletic Department shall pay the sum of \$1500.00 to the offended school.

Both parties agree to the rules of the Oklahoma Secondary School Activities Association (OSSAA) as a part of this contract and the suspension or termination of membership in this association of either party shall render this contract null and void. Provided this contract shall not be binding on either party unless a properly signed copy is returned to the party of the first part by April 1, 2021. Fax: (918) 366-2267 or email; tthomas@bixbyps.org.

Bixby Athletic Department, Party of the First Part

Jay Bittle

Signed by: _____

Jay Bittle, Bixby High School
Executive Director of Athletics and Activities

Signed by: _____

Participating Schools Athletic Director

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
Contract for Games

To:
Michael Rose
Sapulpa High School
3 South Mission
Sapulpa, OK 74066

Return To:
Brandi Arthur
Neosho High School
511 S. Neosho Blvd
Neosho, MO 64850
arthurbrandi@neoshosd.org

This contract dated March 10, 2021 is made and subscribed to by the authorities of **Neosho High School** and **Sapulpa High School** for the **67th Annual Neosho Holiday Classic** to be held from 12/28/2021- 12/30/2021.

<u>Contest Level</u>	<u>Location</u>	<u>First Game Time</u>	<u>Guarantee</u>
Varsity	Neosho, MO	TBA	\$500

A guarantee as indicated above is made that these contests will be played. In case either school fails to fulfill this contract, the offending party shall pay this guarantee to the offended school. A money guarantee is required under By-Law 1.3. If dissolved by mutual consent or because of reasons beyond the control of either party, this contract shall not be binding upon either party.

Additional Conditions: If located 100 miles or more from Neosho, MO, Sponsor will pay for 6 rooms. This includes all rooms for players, coaches, managers, AND bus drivers. Each school is responsible for any additional rooms.

Tournament Code Of Conduct: Each participating school will take full responsibility for all athletes and coaches while at any of the tournament events and while on hotel property. Athletes are to be supervised at all times at the hotels and while on school campus.

Other Financial Terms: No Fee

It is further agreed that the rules of the Missouri State High School Activities Association, which are in force on the day of each contest, shall be upheld by each school. Each party guarantees its membership and good standing in the MSHSAA. Suspension or termination of its membership in the MSHSAA by either party shall render this contract null and void. This contract must be returned **ASAP** or it will become null and void.

 3/11/21
Neosho High School Activities Director Date

Principal, Superintendent or Authorized Administrator

Date

**Bishop Kelley High School
Athletic Department
3905 S. Hudson
Tulsa, OK 74135**

**Oklahoma Secondary Schools Activities Association
Contract for Athletic Contests**

We Bishop Kelley High School, party of the first part, do this 20th day of January 2021 contract for three games to be held during the specified tournament week of December 9, 10, and 11, 2021:

Sapulpa High School (Men's Basketball)

To be played in a tournament format, three games at the
Bishop Kelley High School Basketball Invitational Tournament on the specified dates.

The school canceling this contract without the consent of the other shall forfeit the sum of **\$1000.00** to the offended school.

Both parties agree that the rules of the OSSAA are part of this contract and that the suspension or termination of membership in this association of either party shall render this contract null and void. Provided that this contract shall not be binding on either party unless a copy, properly signed, is returned to the party of the first part by
February 10, 2020

Bishop Kelley High School

Party of the first part



Lance Parks, Athletic Director

Visiting Team

Party of the second party

Principal or Athletic Director

Bishop Kelley High School
3905 S. Hudson
Tulsa, OK 74135
Phone #: 918-627-3390
Fax #: 918-664-2134
lparks@bishopkelley.org



Lincoln Christian Invitational Tournament



This is the official invitation for the 2022 Lincoln Basketball Tournament. You are one of eight teams being invited. We are requesting that you fill out the contract portion below to accept the invitation and reserve your place in our tournament. Thank you for your time and we look forward to seeing you in January 2022!

Contract

Tournament Details:

- Tournament Dates: January 6th, 7th, and 8th, 2022
- 3 game guarantee
- Game times will start at 10:00 am on Thursday, Friday, and Saturday
- 3 man officiating crew will be utilized on all games
- All teams must have a light uniform and a colored uniform to comply with OSSAA
- All teams need to report to game site 30 minutes prior to game time to keep the tournament on schedule
- If contract is not upheld there is a \$300 fee unless due to inclement weather or other unforeseeable circumstance
- Contract is due by February 5, 2021

School Name: _____ **Mascot:** _____

Classification: _____ **Boys/Girls/Both:** _____

Administrator authorizing participation: _____
Please Print Name of Administrator

Contact number for administrator: _____

Boys Head Coach: _____ **Contact number:** _____
Please Print Name Preferably Cell Phone

Boys Head Coach Email: _____

Girls Head Coach: _____ **Contact number:** _____
Please Print Name Preferably Cell Phone

Girls Head Coach Email: _____

The aforementioned school/institution agrees to the terms of the tournament contract listed above.

Administrator Signature

Date

FUNDRAISERS 2021-22 School Year

[illegible]

[illegible]

[illegible]

[illegible]



DAKTRONICS.COM

201 Daktronics Drive PO Box 5128
Brookings, South Dakota 57006-5128
T 800-325-8766 605-692-0200 F 605-697-4700

Thank you, Rob Armstrong, for choosing Daktronics.

The following items are required to process your order:

- ☐ **Please verify that this equipment fulfills your project needs**
- ☐ **Signed Quote**
- ☐ **Validate and complete Project Site Information page, return with order**
Help ensure Daktronics shipping, invoicing, and service locations are accurate.
- ☐ **Payment & Invoicing** – Please provide 30% down payment. Contact your sales team for payment options. Invoice available by request.

You may submit your order to your sales team via the following methods.

Email: Attention: Mark Wills – Mark.Wills@daktronics.com Lindsey Nordsiden – Lindsey.Nordsiden@daktronics.com	Mail: Daktronics, Inc Attn: <i>Lindsey Nordsiden</i> PO Box 5128 Brookings, SD 57006

After your order has been placed:

- ☐ **[Freight Unloading Guidelines](#)** – Shipping to site via Partial Load (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.

DAKTRONICS QUOTE # 770341-1-0

SAPULPA PUBLIC SCHOOLS-ADMIN BLDG
Robert Armstrong
511 E Lee Ave
Sapulpa, OK USA 74066
Phone: (918)224-3400
Fax:
Email: rarmstrong@sapulpaps.org

9/Jul/2021
Quote valid for: 90 days
Terms: 30% with the order, 60% Payment
before shipment, 10% Net 30 days from
shipment
Subject to Credit Review
FCA: DESTINATION
Delivery: Call for Production Time

Reference: Sapulpa High School - Basketball Video

Item No.	Model	Description	Qty	Price
1	BB-2121-RA-PV	Tuff Sport® PanaView® Basketball Scoreboard; Scoreboard Color: Blue (57406) Semi-Gloss Finish; Caption Color: White (7725-10) Cabinet Dimensions: 2' 6" H X 10' 0" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Max Power: 200 watts/display Weight: Unpackaged 95 lbs per display; Packaged 131 lbs per display	4	\$38,543.00
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: White (7725-10)	4	
	TNMC_6 for BB-2xxx	8x48-6 Indoor LED Team Name Message Center Max Power: 100 watts/display Weight: Unpackaged 15 lbs per display; Packaged 20 lbs per display	4	
	PanaView Double Bonus Option	For use on indoor basketball scoreboards	4	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	1	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
	Indoor Scoreboard Wire Communication	Communication Type: Wire (Cable not included)	3	
2	LVN-3000-252X504-5.9MN-MA-CNTLRM-SR-LT	4 Daktronics Video Displays - 5.9mm Un-Coated Modules - with Comprehensive Spare Parts Package including 9 Modules Matrix: 252 lines by 504 columns Line Spacing: 5.9mm LED Color: RGB- Cabinet Dimensions: 5' 2" H X 10' 1" W X 0' 6" D (Approx. Dimensions) Max Power: 3084 watts/display Weight: Unpackaged 302 lbs per display; Packaged 490 lbs per display	4	\$131,539.00
	DVN/LVN Control-4 video inputs-SD/HD (Primary/Backup Player & Display Interface) w/ Laptop	4 video inputs with Video Switcher; Includes TimeWarp Single Channel Replay	1	

DAKTRONICS QUOTE # 770341-1-0

	Standard Video All Sport® RTD Input Kit	Displays Game-In-Progress Information	1	
	W-1490	Fiber Optic Cable; 50 µm Multimode; 12 Fiber with non-terminated ends	1000	
3	BB-2142-AR-PV	Tuff Sport® PanaView® Basketball Scoreboard; Scoreboard Color: Blue (57406) Semi-Gloss Finish; Caption Color: White (7725-10) Cabinet Dimensions: 3' 0" H X 6' 6" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Max Power: 200 watts/display Weight: Unpackaged 90 lbs per display; Packaged 121 lbs per display	2	\$5,589.00
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: White (7725-10)	2	
	PanaView Double Bonus Option	For use on indoor basketball scoreboards	2	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	2	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	2	
	Radio Receiver	Frequency of 2.4 GHz	2	
4	BB-2115-AR-PV	Tuff Sport® PanaView® Game Clock / Shot Timer; 2 Displays; Scoreboard Color: Blue (57406) Semi-Gloss Finish Digit Type: PANAVIEW Max Power: 300 watts/display Weight: Unpackaged 30 lbs per display; Packaged 50 lbs per display	1	\$2,865.00
	Radio Receiver	Frequency of 2.4 GHz	2	
5	LTS-BB-10 3.5' Universal Backboard Light Strip	Backboard Lighting Kit - 42 inch Universal Digit Color: RED Weight: Unpackaged 8 lbs per display; Packaged 11 lbs per display	2	\$1,280.00
6	TI-2031-R-UV	Indoor UniView® Locker Room Clock; Without Controller Cabinet Dimensions: 0' 8" H X 1' 3" W X 0' 3" D (Approx. Dimensions) Digit Type: UNIVIEW Digit Color: RED Weight: Unpackaged 4 lbs per display; Packaged 7 lbs per display	5	\$3,384.00
	Indoor Scoreboard Wire Communication	Communication Type: Wire (Cable not included)	5	
	Remote Radio Enclosure	Frequency of 2.4 GHz	2	
	Wire Outdoor 4 Conductor W-1234	22 AWG Twisted Pair Shielded Wire (Per Foot)	500	

DAKTRONICS QUOTE # 770341-1-0

7	FREIGHT	Shipping to site via Partial Load (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1	\$1,645.00
8	Physical Installation	See attachment A.	1	\$22,320.00
	Daktronics System Certified Structural Drawings >100	Engineered stamped drawings for footing and beams	1	
	System Startup	Final Commissioning of Equipment	1	
Services				
9	Warranty and Services		1	
	P1G5 - 1 Year Platinum, Additional 4 Years Gold Extended Service for a total of 5 Years for 770341 -1-0 Main Equipment	1 Year Parts and On-Site Labor, Additional 4 Years Parts for a total of 5 Years of Daktronics Coverage	1	
	Standard Video with Video Switcher On-Site Training		1	
	Custom RTD Frames -- Single Logo Background	Custom Logo RTD Frames. 1-3 RTD Frames	1	
	Team Spirit Vol.1 Animations Starter Package	Personalized Package - Your School Colors, Mascot/Logo - 20 Pre-Selected Popular/Essential Animations Included	1	
	Team Spirit Vol.1 Basketball Animations - 14	Personalized Package - Your School Colors, Mascot/Logo - 14 Animations Included	1	
	Team Spirit Vol.1 Volleyball Animations - 8	Personalized Package - Your School Colors, Mascot/Logo - 8 Animations Included	1	
	Team Spirit Vol.1 Wrestling Animations - 8	Personalized Package - Your School Colors, Mascot/Logo - 8 Animations Included	1	
	Advanced Daktronics Event Production Curriculum Package	Includes Chapters: Content Studio, Display Studio, Dak Video System Basics, Game Outline, Scoring/Timing, Final Project, Intro to Video Board Production, Display Content.	1	

Total Price Excluding Applicable Tax:	\$207,165.00

Please reference listed sales literature: DD1737664 for TI-2031-R-UV, DD1936413 for Standard Video All Sport® RTD Input Kit, DD2481875 for BB-2115-AR-PV, DD2481893 for BB-2121-RA-PV, DD2481922 for BB-2142-AR-PV, DD2563729 for Custom RTD Frames -- Single Logo Background, DD4703928 for LTS-BB-10 3.5' Universal Backboard Light Strip, DD4738404 for LVN-3000-252X504-5.9MN-MA-CNTLRM-SR-LT, SL-03991 for AS-5010 Kit, SL-04342 for TNMC_6 for BB-2xxx, SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Please reference listed shop drawings: DWG-00260934 for Remote Radio Enclosure

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$10,700 per year

\$100,000 in total equipment cost = \$21,199 per year

\$250,000 in total equipment cost = \$52,899 per year

****Payments based on 5 year/annual payment in advance structure. Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.**

Notes: Without limiting any other provision in this Agreement, the parties agree that any delays caused directly or indirectly as a result of the COVID-19 pandemic are excusable and will extend the time for performance under this Agreement. Delays may be caused by, without limitation, government mandates, unsafe site conditions, or resource constraints arising out of conformity with CDC guidelines or government mandates.

Exclusions:

- Structure	- Foundation
- Power	- Hoist
- Signal Conduit	- Applicable Permits
- Taxes	- Electrical Switch Gear or Distribution Equipment
- Front End Equipment	

Unless expressly stated otherwise in this Quote # 770341-1 Rev 0 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order.

Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.



Lindsey J. Nordsiden

Mark Wills
PHONE: 4054062465
FAX:
EMAIL: Mark.Wills@daktronics.com

Lindsey Nordsiden
PHONE: 605-692-0200 x57127
FAX:
EMAIL: Lindsey.Nordsiden@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

Additional Links:

Gold Scope of Services (www.daktronics.com/TermsConditions/SL-05659)

Platinum Scope of Services (www.daktronics.com/Web%20Documents/Services/SL-04703.pdf)

Acceptance:

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this quote and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersede any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

Customer Signature

Date

Print Name

Title

PROJECT SITE INFORMATION – REQUIRED TO PLACE YOUR ORDER

This document is for order processing purposes only and is not intended to be part of the Agreement

Daktronics Quote # 770341-1-0

Purchase Order Information:

PO# _____

PO Date _____

Purchaser (Bill To) hereby confirms that the equipment is to be delivered to (Ship To) and may be installed by Purchases or Daktronics, as indicated elsewhere herein, at the address (Installation Location) indicated below unless otherwise specified.

SHIP TO: (delivery location)

Company: Sapulpa High School Chieftain Center

Contact: Mike Rose

Street Address: 1201 E Lincoln Ave

City: Sapulpa

State: OK Zip: 74066

Telephone: 918-859-8464

Email: (for shipping notification)
mrose@sapulpaps.org

Additional Email: (for shipping notification)
armstrong@sapulpaps.org

INSTALLATION LOCATION: (end user) ID# 113611-110

Company: Sapulpa High School Chieftain Center

Contact: Mike Rose

Street Address: 1201 E Lincoln Ave

City: Sapulpa

State: OK Zip: 74066

Telephone: 918-859-8464

Email: (for order acknowledgement)
mrose@sapulpaps.org

Training Contact & Email: (if applicable)
Mike Rose, mrose@sapulpaps.org

BILL TO: (receive and pay invoices) ID# 113611-008

Company: Sapulpa Public Schools - Admin Bldg

Contact: Rob Armstrong

Street Address: 511 E Lee Avenue

City: Sapulpa

State: OK Zip: 74066

Telephone: 918-224-3400

Email: armstrong@sapulpaps.org

LOGO & AD COPY APPROVAL

(if applicable)

Name: Mike Rose

Email: mrose@sapulpaps.org

Logos, Graphics, or Sponsor Advertisements

[Vector files](#) must be submitted with your order documents, not to exceed 1 week of order placement. If artwork is not received, the panels will be painted the same as your scoreboard or display and shipped blank.

DAKTRONICS QUOTE # 770341-1-0 MAIN ATTACHMENT A

CUSTOMER RESPONSIBILITIES

General

- 1) Secure necessary sign permits, as required.
- 2) Secure necessary construction permits, as required.
- 3) Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics perform its work.
- 4) Mark location of the new Equipment as delineated in the quote.
- 5) Provide all required floor protection.

Structures

- 1) Provide and install shot clock brackets and hardware.

Electrical & Data

- 1) Provide primary power conductors for each piece of Equipment to within three (3) feet of Equipment location. Primary power per all applicable electrical codes and regulations and shall include; transformer, electrical disconnect, panel board with over current protection, J-boxes, receptacles, power drop cords as applicable per Equipment location and product specifications. Provide all required breakers based on the Equipment electrical loads.
- 2) Provide and install signal cable conduit, with pull string, from control location to each indoor Equipment location to within three (3) feet of Equipment location.

Product/Equipment

- 1) Provide storage of all Equipment and control equipment in a safe, dry, and secure location until installation.
- 2) Provide high speed internet connection to control room equipment.
- 3) Required power outlets on clean dedicated circuit(s) for all control equipment.

DAKTRONICS RESPONSIBILITIES

General

- 1) Removal and disposal of existing equipment.

Structures

- 1) Not applicable

Electrical & Data

- 1) Provide secondary power conduits, conductors and power hook-up from the J-box within three (3) feet of Equipment location to all Daktronics supplied load centers/termination panel at/within the Equipment.
- 2) Labor to pull all new signal cable (and remove existing cable, if required).

Product/Equipment

- 1) Accept, lift, unload, and inspect all Equipment and control equipment from carrier.
- 2) Lift and mount Equipment listed in this quotation.

QUALIFICATIONS/CLARIFICATIONS

- 1) **Access:** Daktronics requires unobstructed access to Equipment and control room installation site until display is 100%. Installation equipment (cranes, lifts, trucks, concrete trucks, etc.) are expected to have access directly to the scoreboard/structure location. No concrete pumping, concrete buggies, or crane picks over 10' distance from scoreboard structure are included.
- 2) **Control Room Climate:** Normal operating temperature should be between 40° to 90° Fahrenheit (4° to 32° Celsius). Normal operating humidity should be less than 80% non-condensing. Storage temperature should be between -10° to 105° Fahrenheit (-23° to 41° Celsius). Storage humidity should be less than 95% non-condensing. Keep computers and monitors out of direct sunlight during storage. Allow control equipment taken out of storage to return to operating temperature range prior to turning it on (24 hours recommended).
- 3) **Electrical:** The maximum voltage is 120 volts line to neutral for all Equipment in this quotation.



DAKTRONICS QUOTE # 770341-1-0 MAIN ATTACHMENT A

- 4) **Building Penetrations:** Customer to provide all required building (wall/roof) penetrations for the installation of Daktronics provided wireless bridge and/or scoring console radio transmitter components at the control location. Mount Daktronics provided wireless bridge and/or scoring console radio transmitter components to the building in accordance with manufacturers recommendations. Building penetration location shall provide clear line-of-sight to the Equipment. Provide all conduit, with pull string, from control location equipment to the building penetration location.
- 5) **Equipment Mounting:** Equipment is expected to mount to CMU block or concrete wall without the need of sub-structure or blocking.
- 6) **Audio System:** Removal and reinstallation of existing audio system by others prior to Daktronics commencing on-site work.

DAKTRONICS SALES AGREEMENT

Sapulpa High School
1201 E Lincoln Ave
Sapulpa, OK, 74066

655506-2 REV 0
27-May-2021
Valid for 60 Days

RE: Gymnasium Audio System

Dear Mike Rose,

Daktronics, Inc. ("Daktronics") appreciates the opportunity to provide a Sales Agreement to Sapulpa High School ("Purchaser") for a distributed sound system in the competition gym.

Equipment and Services:

- Custom Indoor Sound System (See proposal book for details)
- Control Equipment
- Installation
- Service: 1 Year Parts & Labor

(See attachments for additional details.)

TOTAL CONTRACT PRICE (EXCLUDING TAXES) \$109,036.74
(amount in USD)

Delivery Terms: Equipment is quoted FCA Destination. Ship Date will be determined after execution of this Sales Agreement, shop drawings are approved, and down payment is received.

Without limiting any other provision in this Agreement, the parties agree that any delays caused directly or indirectly as a result of the COVID-19 pandemic are excusable and will extend the time for performance under this Agreement. Delays may be caused by, without limitation, government mandates, unsafe site conditions, or resource constraints arising out of conformity with CDC guidelines or government mandates.

Thank you for allowing Daktronics to submit a Sales Agreement for this project. We appreciate your consideration and are excited about the possibility of working with you. If you have any questions please contact the following:



John Olsen
Regional Sales
605-275-1040
John.Olsen@Daktronics.com

or



Andrew Licht
Project Manager
605-691-4032
Andrew.Licht@Daktronics.com

DAKTRONICS SALES AGREEMENT

ACCEPTANCE

The "Contract Documents" are comprised of the following and will be the basis of our Sales Agreement:

- Sales Agreement 655506-2 REV 0
- [SL-02375 Standard Terms and Conditions of Sale](http://www.daktronics.com/terms_conditions/SL-02375.pdf)
 - (http://www.daktronics.com/terms_conditions/SL-02375.pdf)
- [SL-02374 Standard Warranty and Limitation of Liability](http://www.daktronics.com/terms_conditions/SL-02374.pdf)
 - (http://www.daktronics.com/terms_conditions/SL-02374.pdf)
- Attachments
 - A [Equipment and Software](#)
 - B [Purchase Price and Payment Schedule](#)
 - C [Project Management, Engineering, and Site Support Services](#)
 - D [Installation Responsibilities](#)
 - E [Standard Warranty Service and Extended Services](#)

Purchaser hereby agrees to purchase the Equipment, peripherals, Services, and additional supplies as defined by the Contract Documents. The Contract Documents constitute the full and final understanding of the parties and entirely replace and supersede any previous understanding or agreement between the parties. By executing this agreement, Purchaser acknowledges that it has had opportunity and means to review the Contract Documents as provided, including any online documents.

The parties acknowledge and agree that Daktronics design and installation services meet the requirements of the building code in effect for the installation site as of the date of the Contract Documents, and is priced accordingly. In the event Daktronics is required at any time to conform its design or installation to a code with requirements greater than those required as of the date of the Contract Documents, the parties acknowledge and agree that Purchaser shall be fully responsible for all costs associated with such increased code requirements.

The parties agree that due to the volatile market for materials, including but not limited to steel, copper wire, electrical devices, and other related components, Daktronics reserves the right to adjust the contract price prior to execution of the Sales Agreement.

All notices required herein shall be given to Purchaser at the address indicated above unless otherwise directed by the Purchaser in writing. The delivery and installation shall be at the address indicated on page one unless otherwise provided below:



DAKTRONICS SALES AGREEMENT

Product Delivery Address

Customer: _____

Address: _____

City, State, Zip: _____

Contact: _____

Phone and E-mail: _____

Installation/End User Address

Customer: _____

Address: _____

City, State, Zip: _____

Contact: _____

Phone and E-mail: _____

The undersigned has actual authority to execute this document, and Daktronics is relying upon such authority.

ATTESTATION:**PURCHASER:**

By: _____ Name/Title: _____ Date: _____
Signature Print or Type

DAKTRONICS, INC:

By: _____ Name/Title: _____ Date: _____
Signature Print or Type

By: _____ Name/Title: _____ Date: _____
Signature Print or Type

Estimated Delivery: Determined by order date and approval of shop drawings.
Estimated Date of Substantial Completion: Determined by order date.

DAKTRONICS SALES AGREEMENT

ATTACHMENT A | EQUIPMENT AND SOFTWARE

Equipment List

This equipment list represents the major items to be provided to facilitate a fully functioning sound system as described. Additions, substitutions, or exclusions may occur from the final installation list due to changes in product availability or changes in specific facility needs discovered during installation.

Quantity	Model	Manufacturer & Description
Main Gym Sound System		
Loudspeakers		
2	CCX1226	Fulcrum Acoustic 12" Subcardioid Coaxial Loudspeaker
2	CCX1295	Fulcrum Acoustic 12" Subcardioid Coaxial Loudspeaker
2	CCX1226	Fulcrum Acoustic 12" Subcardioid Coaxial Loudspeaker
1	Sub218	Fulcrum Acoustic Dual 18" Subwoofer
1	MOUNT	Daktronics Custom Speaker Mount
Racks and Power		
1	DAKEN-1	Daktronics 1RU Panel with Control Rack Power
1	RACK	Daktronics 18RU Wall Rack
1	UPS-1000R-8IP	Middle Atlantic 1000VA Smart UPS
1	UD3	Middle Atlantic 3RU Space Utility Drawer
Amplifiers		
1	CX-Q 4K4	QSC 4 Channel Power Amplifier with DSP and Q-Lan
1	CX-Q 8K4	QSC 4 Channel Power Amplifier with DSP and Q-Lan
Processing		
1	Core 110f	QSC Q-SYS Core with Software Licenses
1	GS510TP-100NAS	Netgear 8 Port Gigabit POE Smart Managed Switch with 2 SFP Ports
Source Equipment and Wireless Microphones		
1	CD-400U	Tascam Combination CD Player, Media Player, and AM/FM Tuner
1	AFHD-4	Pixel Technologies AM/FM/HD Antenna Kit
1	LTIBLOX	Rapco Balanced XLR to Consumer 3.5MM Interface
1	QLXD/HH	Shure Wireless Microphone Receiver with Handheld Transmitter Package
1	ANTRELOC2	Daktronics 25' Antenna Relocation Kit with Mounting Brackets
1	UA221	Shure Passive Antenna Splitter/Combiner
Mixing		
1	SSR-AM	Daktronics Announcer's 2 Channel Tabletop Mixer
2		Daktronics Input Plates for SSR-AM box back to mixer in rack
2	SM58S	Shure Cardioid Handheld Microphone with Switch
2	MKQ25NP	Whirlwind 25' Quad Microphone Cable

DAKTRONICS SALES AGREEMENT

Wireless Access Point and iPad Control

1	EAP1300EXT	EnGenius Wireless Access Point with External High Gain Antennas
1	iPad	Apple iPad 9.7" 32GB, Space Grey, WiFi Only
1	CASE	Tech21 Impact Clear Case for iPad 6th Gen

Remote Interface Enclosure

1	SSREMIOBOX-TSC	Custom Stainless Steel I/O Box with TSC-XX for Remote System Control
1	TSC-55w-G2-BK	QSC 5.5" Touch Screen Control Panel

Computer with Rack Mounted Touch Screen Monitor

1	OPTIPLEX	Dell 3 RU OPTIPLEX 7050 SFF Computer with Middle Atlantic Custom
Rack Kit		
1	P2418HT	Dell 24" Touchscreen Computer Monitor
1	RM-LCD-MT	Middle Atlantic Articulating Rack Mount Kit for Touch Screen Monitor
1	KM	Daktronics 1RU Pull Out Keyboard Mouse Combo USB
1	RACK	Daktronics Stand Up Rack for extra equipment



DAKTRONICS SALES AGREEMENT

ATTACHMENT B | PURCHASE PRICE AND PAYMENT SCHEDULE

The Purchase Price shall be \$109,036.74 (Excluding Taxes).

"Purchase Price" shall also include any additions or deletions pursuant to any duly authorized Change Orders.

The Payment Schedule is as follows, subject to credit review:

- Progress Payments

Financing option available; consult your sales representative for additional information.

TAXES: No taxes have been included in the price. Purchaser will be assessed all taxes and other governmental charges in connection with the sale, purchase, transportation, delivery, or use, of any of the goods provided, with the exception of taxes based upon Daktronics' net income. If Purchaser is tax-exempt or purchasing for resale, a copy of Purchaser's tax-exempt certificate shall be required at time of order.

CHANGE ORDERS: Without voiding the contract, the parties may agree to change the scope, timing, or other aspect of the deliverables. Such changes shall be in accordance with Section 3 of Standard Terms and Conditions of Sale (http://www.daktronics.com/terms_conditions/SL-02375.pdf)

All Change Order work performed by Daktronics or a subcontractor of Daktronics will be performed at cost plus 20% overhead and profit.



DAKTRONICS SALES AGREEMENT

ATTACHMENT C | PROJECT MANAGEMENT, ENGINEERING AND SITE SUPPORT SERVICES

Our project management philosophy is focused on a smooth and uneventful experience for the Purchaser, and mitigating risk throughout the project to ensure there are no unexpected costs or delays. This philosophy includes a team tailored and dedicated to the unique needs of your project. Yet, understanding the need to have clear communication, your single point of contact will be our assigned project manager, who is familiar with your project and has completed jobs of similar scope and scale to yours.

Your project manager will collaborate with you and the entire project team to make sure every detail is covered and you have a clear understanding of what is happening during the course of the project.

Because our engineering capabilities are in-house, there is a reduction of risk in the possibility of issues arising. If there are items or discrepancies that come up, we can quickly address them to make sure problems do not compound. These engineering capabilities include mechanical, structural, electrical, and control systems to design and document the overall system.

Throughout the project, the project manager and the Purchaser will collaborate on many items. Some core functions of this process include:

- Organizing the key project team members from all parts of the project to complete the services as defined on the Installation Responsibilities (Attachment D). The responsibilities checklist is provided to make sure all parties clearly understand the scope and expectations.
- Establishing and managing the project timeline to meet the needs of your team.
- Reviewing the preliminary and/or final project shop drawings as per scope. This includes an explanation of the drawings and key items to approve before production.
- Coordinating shipments and deliveries to align with the established timeframes.
- Communicating activities of the Daktronics project team to understand when staff will be on-site for specific duties such as equipment installation support, control room set-up, final connections, system testing and training.
- Finalizing the project and securing project acceptance.

SUPPORT AND TRAINING

Daktronics support includes comprehensive training options, from technical training to learning how to use the software. We offer several different formats to suit your needs and schedule. Talk to your representative about what training is best for your needs.

Unless specifically outlined in the Contract Documents, this order does not include the following:

- Physical installation
- Electrical installation
- Installation support
- Preventative maintenance
- Cable or conduit including labor
- Freight or insurance costs



DAKTRONICS SALES AGREEMENT

- Any additional site related costs
- Appropriate structure, footing, and engineering
- Bonding

DAKTRONICS SALES AGREEMENT

ATTACHMENT D | INSTALLATION RESPONSIBILITIES

Responsible Party		Description
Daktronics	Customer	
	✓	1. Secure necessary construction permits.
✓		2. Removal of existing equipment.
✓		3. Disposal of existing equipment.
✓		4. Generate and issue site specific electrical and signal drawing submittals for audio equipment.
✓		5. Generate and issue site specific equipment shop drawing and attachment detail submittals for audio equipment.
	✓	6. Provide approval of all engineering drawings, electrical drawings, shop drawings, equipment locations, color renderings, and ad copy layouts.
	✓	7. Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics perform its work.
✓		8. Engineering design and certification for Equipment attachment design.
	✓	9. Unobstructed access to equipment and control room installation site until display is 100%.
	✓	10. Mark location of the new Equipment as delineated in the quote.
	✓	11. Provide camera-ready artwork for ad panels, audio and logos at time of order.
✓		12. Provide and install decorated mesh scrim on speaker cabinet. Customer will be responsible for any decoration if artwork is not received thirty (30) days prior to shipment.
	✓	13. Provide all required floor protection.
✓		14. Site clean-up after Daktronics work.
✓		15. Crating and shipping of all equipment to facility via common or independent carrier.
✓		16. Accept, lift, unload, and inspect all audio equipment and control equipment from carrier.
✓		17. Provide storage of audio equipment and control equipment in a safe, dry, and secure location until installation.
✓		18. Steel fabrication and install support structure - excluding catwalk(s), ladder-way(s).
✓		19. Fabricate and install substructure.
✓		20. Prime and paint substructure
✓		21. Lift and mount Equipment listed in this quotation.
✓		22. Provide and install all required floor and wall boxes as per provided system electrical and signal drawings – provide written verification that all deck/wall boxes are installed and all cable has been pulled prior to installers' arrival.

DAKTRONICS SALES AGREEMENT

	✓	23. Provide primary power feed up to and including demarcation point in the form of transformer and electrical disconnect with over current protection per all applicable electrical codes and regulations. Note: Maximum voltage of 120 volts line to neutral for all display systems.
✓		24. Provide secondary power conduits, distribution panel, power cable and power hook-up from the demarcation point to all Daktronics supplied load centers/termination panel at/within the Equipment.
	✓	25. Provide and install signal cable conduit, with pull string, from control location to all audio equipment locations/signal termination points, as delineated in the electrical and signal drawings.
	✓	26. Provide all required building (wall/roof) penetrations for the installation of Daktronics provided antenna components.
✓		27. Furnish signal cable as delineated on the quote.
✓		28. Labor to pull all new signal cable.
✓		29. Interface cabling with video system including conduit, cabling and installation of cabling.
✓		30. Terminate signal cable at control location and audio Equipment.
	✓	31. Provide a climate controlled and secure control room for all control systems (on/off venue site). Control room is to be climate controlled by Customer. Normal operating temperature should be between 65 and 75 degrees Fahrenheit. Normal operating humidity should be less than 80 percent non-condensing. Storage temperature should be between 40 and 95 degrees Fahrenheit. Storage humidity should be less than 95 percent non-condensing.
	✓	32. Provide high speed internet connection to control room equipment.
	✓	33. Required power outlets on clean dedicated circuit(s) for all audio and control equipment.
✓		34. Provide computer(s) for control software.
✓		35. Unpack, set-up, hook-up, and testing of control system.
✓	✓	36. Provide personnel for maintenance and operator training.
✓		37. Perform final systems testing and commissioning.
	✓	38. Final acceptance, per DF-1252.
✓	✓	39. Walk-thru inspection at Substantial Completion and identification of punch list items
✓		40. Completion of punch list items.

NOTE: All change order work performed by Daktronics or Daktronics subcontractor will be performed at cost plus 20% overhead and profit.



DAKTRONICS SALES AGREEMENT

ATTACHMENT E | STANDARD WARRANTY SERVICE AND EXTENDED SERVICES

STANDARD SERVICE:

One Year Platinum Warranty SL-04703 (<http://www.daktronics.com/platinum>) concurrent with Warranty and Limitation of Liability

ADDITIONAL YEARS OF EXTENDED SERVICE: Available upon request.

EXCLUSIONS

Third party systems, hoist systems, and any ancillary equipment is expressly excluded from any applicable Standard Service or Extended Service referenced above. Third party systems and ancillary equipment includes, but is not limited to, front end video control systems, audio systems, video processors and players, HVAC equipment, LCD screens, static advertising panels and displays. Daktronics will pass along any manufacturer's warranty. For a list of products commonly excluded from the Standard Service and Extended Service scope and to view the manufacturer's warranty, go to <http://www.daktronics.com/exclusions>.

EVENT SUPPORT

One event is defined as a single gate open to close with up to 6 hours on-site. Event support dates need to be agreed upon two weeks prior to the event.

- Audio technical event support will include (1) events.

SPARE PARTS PACKAGE

Adequate spare parts to support Daktronics' manufactured products with the quantities of each component included are based off well-trained engineers' and project managers' assessments of the custom display.

DAKTRONICS SERVICES

- Online Services available 24/7/365 via Daktronics.com and MySupport
- Service Coordination and Technical Support available via 1-800-DAK-TRON



DAKTRONICS.COM

201 Daktronics Drive PO Box 5128
Brookings, South Dakota 57006-5128
T 800-325-8766 605-692-0200 F 605-697-4700

Thank you, Rob Armstrong, for choosing Daktronics.

The following items are required to process your order:

- ☐ **Please verify that this equipment fulfills your project needs**
- ☐ **Signed Quote**
- ☐ **Validate and complete Project Site Information page, return with order**
Help ensure Daktronics shipping, invoicing, and service locations are accurate.
- ☐ **Payment & Invoicing** – Please provide 30% down payment. Contact your sales team for payment options. Invoice available by request.

You may submit your order to your sales team via the following methods.

Email: Attention: Mark Wills – Mark.Wills@daktronics.com Lindsey Nordsiden – Lindsey.Nordsiden@daktronics.com	Mail: Daktronics, Inc Attn: <i>Lindsey Nordsiden</i> PO Box 5128 Brookings, SD 57006

After your order has been placed:

- ☐ **[Freight Unloading Guidelines](#)** – Shipping to site via Independent Carrier (flatbed trailer). Crane or telehandler required for unloading.
- ☐ **Logos, Graphics or Sponsor Advertisements** – [vector files](#) *must be submitted with your order documents, not to exceed 1 week of order placement. Once artwork is received, you will be sent a final layout requesting your approval before production. If artwork is not received, the panels will be painted the same as display and shipped blank.*

DAKTRONICS QUOTE # 690136-2-2

SAPULPA PUBLIC SCHOOLS-ADMIN BLDG
Robert Armstrong
511 E Lee Ave
Sapulpa, OK USA 74066
Phone: (918)224-3400
Fax:
Email: rarmstrong@sapulpaps.org

9/Jul/2021
Quote valid for: 90 days
Terms: 30% with the order, 60% Payment
before shipment, 10% Net 30 days from
shipment
Subject to Credit Review
FCA: DESTINATION
Delivery: Call for Production Time

Reference: Sapulpa High School - Football LVX

Item No.	Model	Description	Qty	Price
1	LVX-2860-504X900-10SMD-MR-LT-32, 16.8' x 1.0' Side Borders	Daktronics Live Video Display Matrix: 504 lines by 900 columns Line Spacing: 10mm LED Color: RGB- - 281 Trillion Colors Cabinet Dimensions: 16' 10" H X 32' 0" W X 0' 11" D (Approx. Dimensions) Max Power: 33455 watts/display Weight: Unpackaged 4955 lbs per display; Packaged 5870 lbs per display	1	\$260,777.00
	Control-4 video inputs-SD/HD (Primary Player & Processor Only) w/ Laptop.	4 video inputs with Video Switcher; Includes TimeWarp Single Channel Replay	1	
	Standard Video All Sport® RTD Input Kit	Displays Game-In-Progress Information	1	
	RC-200 Game/Play Clock Remote Start Stop Kit	Used for sideline control of Game/Play Clock; All Sport sold separately	1	
	W-1490	Fiber Optic Cable; 50 µm Multimode; 12 Fiber with non-terminated ends	1000	
	Daktronics System Installation Drawings >100	Attachment support system drawings	1	
	Daktronics System Electrical Drawings >100	Power and control system drawings	1	
	Daktronics System Certified Structural Drawings >100	Engineered stamped drawings for footing and beams	1	
	System Startup	Final Commissioning of Equipment	1	
2	FB-2037-W-PV-F	PanaView® Football Scoreboard; Scoreboard Color: Blue (57406) Semi-Gloss Finish; Caption Color: White (7725-10) Cabinet Dimensions: 4' 0" H X 32' 0" W X 0' 8" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: WHITE Weight: Packaged 750 lbs per display	1	\$15,336.00
	Stripe; 0A-1091-0049 / 0050	Perimeter Border Stripe for FB- 2037 Scoreboards; Color: White (7725-10)	1	
	TNMC_8x48_White LED (34mm)	8x48-34mm LED Team Name Message Center; Set of 2; White LED's	1	

DAKTRONICS QUOTE # 690136-2-2

Digit Color: WHITE
Weight: Unpackaged 120 lbs per display; Packaged 250 lbs per display

	AS-5010 Kit	All Sport® 5010 Control Console Kit	1	
	Outdoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
	12VDC Trumpet Horn	For Outdoor Scoreboards	1	
3	SS1500HD	Sportsound 1500HD Sound Cabinet *BLACK*, Mesh Color: _____	1	\$42,465.00
	SSR-200-NW	Sportsound Rack 200 that includes: 12Ch Audio Mixer, CD Player, Operator Accessories Case.	1	
	Wireless Microphone Handheld Package	Wireless microphone handheld package includes: wireless receiver, handheld transmitter w/ SM58 mic, power supply, 1/2 wave antennas, rack mount kit, zippered accessory bag, and AA alkaline batteries	1	
	Wireless Bodypack Microphone System - Referees	Wireless Bodypack Microphone System for Referees. Includes: Receiver, Bodypack Transmitter with Black Pouch, Shure MX150B/O-TQG Lavalier Microphone with Clip, Windscreen, Case, Headworn Microphone, Antenna Combiner Kit for Dual Wireless Systems, and Daktronics In-Line Referee Mute Switch.	1	
	Daktronics Announcer's Interface (Headset Version)	Daktronics Announcer's Interface kit to include: Announcer's push to talk Interface, 15' interface cable, power supply, and single muff headset used by sports announcers.	1	
	Fiber Conversion Box w/ Analog Backup	Fiber conversion box converts the analog audio signal from the source equipment into fiber optic signal to the sound system. Box includes analog backup switch.	1	
	W-1615	Cable, Audio Signal, 1 pair shielded 22 AWG, 1000' spool	1000	
	Labor; Field Technician, Audio System	Regional Field Service Technician Labor which includes final termination of audio cables, audio system commissioning, and customer operation training	1	
4	TI-2035-W/R	Outdoor PanaView® Game & Play Clock Timer; Standalone Unit; Scoreboard Color: Blue (57406) Semi-Gloss Finish Cabinet Dimensions: 3' 9" H X 3' 6" W X 0' 8" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: WHITE Max Power: 95 watts/display Weight: Unpackaged 55 lbs per display; Packaged 85 lbs per display	2	\$3,528.00
	Radio Receiver	Frequency of 2.4 GHz	2	

DAKTRONICS QUOTE # 690136-2-2

	Angle Clamp Mounting Method (A)	For 2 Tubes	2	
5	FREIGHT	Shipping to site via Independent Carrier (Step Deck trailer). Crane or telehandler required for unloading.	1	\$1,975.00
6	Physical Installation	See attachment A.	1	\$55,735.00
Services				
7	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	G1C1-W	One Year Warranty - Parts Coverage - G1G1 (for SS1500HD)	1	
	Standard Video with Video Switcher On-Site Training		1	
	Custom RTD Frames -- Single Logo Background	Custom Logo RTD Frames. 1-3 RTD Frames	1	
	Team Spirit Vol.1 Animations Starter Package	Personalized Package - Your School Colors, Mascot/Logo - 20 Pre-Selected Popular/Essential Animations Included	1	
	System Health Plus 5-Year Subscription with Venus® Control Suite License Stand Alone	Access to Venus® Control Suite license, to be able to use System Health.	1	
	Advanced Daktronics Event Production Curriculum Package	Includes Chapters: Content Studio, Display Studio, Dak Video System Basics, Game Outline, Scoring/Timing, Final Project, Intro to Video Board Production, Display Content.	1	
Total Price Excluding Applicable Tax:				\$379,816.00

Please reference listed sales literature: DD1521532 for SS1500HD, DD1552218 for SSR-200-NW, DD1628383 for G5C5-W, DD1696958 for TNMC_8x48_White LED (34mm), DD1923159 for Control-4 video inputs-SD/HD (Primary Player & Processor Only) w/ Laptop., DD1936413 for Standard Video All Sport® RTD Input Kit, DD2557627 for Daktronics Announcer's Interface (Headset Version), DD2563729 for Custom RTD Frames -- Single Logo Background, DD2631088 for Fiber Conversion Box w/ Analog Backup, DD3632311 for TI-2035-W/R, DD4105001 for LVX-2860-504X900-10SMD-MR-LT-32, 16.8' x 1.0' Side Borders, SL-02374 for G1C1-W, SL-03991 for AS-5010 Kit, SL-04370 for Outdoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Please reference listed shop drawings: DD2254247 for Fiber Conversion Box w/ Analog Backup, DWG-01098285 for SSR-200-NW, DWG-03660093 for RC-200 Game/Play Clock Remote Start Stop Kit, DWG-752494 for SS1500HD

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$10,700 per year

\$100,000 in total equipment cost = \$21,199 per year

\$250,000 in total equipment cost = \$52,899 per year

Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.

Notes: Without limiting any other provision in this Agreement, the parties agree that any delays caused directly or indirectly as a result of the COVID-19 pandemic are excusable and will extend the time for performance under this Agreement. Delays may be caused by, without limitation, government mandates, unsafe site conditions, or resource constraints arising out of conformity with CDC guidelines or government mandates.

Exclusions:

- Power	- Hoist
- Signal Conduit	- Applicable Permits
- Taxes	- Electrical Switch Gear or Distribution Equipment
- Front End Equipment	

Unless expressly stated otherwise in this Quote # 690136-2 Rev 2 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order.

Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.



Mark Wills
PHONE: 4054062465
FAX:
EMAIL: Mark.Wills@daktronics.com

Lindsey Nordsiden
PHONE: 605-692-0200 x57127
FAX:
EMAIL: Lindsey.Nordsiden@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

Additional Links:

System Health (p.widencdn.net/rkg21a/FLYER-System-Healt)

Acceptance:

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this quote and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersede any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

Customer Signature

Date

Print Name

Title

PROJECT SITE INFORMATION – REQUIRED TO PLACE YOUR ORDER

This document is for order processing purposes only and is not intended to be part of the Agreement

Daktronics Quote # 690136-2-2

Purchase Order Information:

PO# _____

PO Date _____

Purchaser (Bill To) hereby confirms that the equipment is to be delivered to (Ship To) and may be installed by Purchases or Daktronics, as indicated elsewhere herein, at the address (Installation Location) indicated below unless otherwise specified.

SHIP TO: (delivery location)

Company: George F Collins Stadium

Contact: Mike Rose

Street Address: 3 South Mission

City: Sapulpa

State: OK Zip: 74066

Telephone: 918-859-8464

Email: (for shipping notification)
mrose@sapulpaps.org

Additional Email: (for shipping notification)
armstrong@sapulpaps.org

INSTALLATION LOCATION: (end user) ID# _____

Company: George F Collins Stadium

Contact: Mike Rose

Street Address: 3 South Mission

City: Sapulpa

State: OK Zip: 74066

Telephone: 918-859-8464

Email: (for order acknowledgement)
mrose@sapulpaps.org

Training Contact & Email: (if applicable)
Mike Rose, mrose@sapulpaps.org

BILL TO: (receive and pay invoices) ID# 113611-008

Company: Sapulpa Public Schools - Admin Bldg

Contact: Rob Armstrong

Street Address: 511 E. Lee Avenue

City: Sapulpa

State: OK Zip: 74066

Telephone: 918-224-3400

Email: armstrong@sapulpaps.org

LOGO & AD COPY APPROVAL

(if applicable)

Name: Mike Rose

Email: mrose@sapulpaps.org

VENUS SOFTWARE INFORMATION

☐ This is a new Venus account
(Daktronics will create and send the credentials)

☐ Please add users and display to existing Venus account

☐ Prime ☐ Pro Playlist ☐ Pro Ad Grid ☐ 3rd Party

Acct Name or Number: _____

Display Name: _____

Time Zone: Central Width: 600 Height: 336 Color: RGB

Animation Allowed: ☒ YES ☐ NO

Primary Contact – Account Administrator

*Email: mrose@sapulpaps.org

Name: Mike Rose

Phone: 918-859-8464

Secondary Contact – Account Administrator

*Email: armstrong@sapulpaps.org

Name: Rob Armstrong

Phone: 918-224-3400

If applicable

System Health Level: ☒ Plus ☐ Advanced ☐ Premier

Duration (in years): 5

Logos, Graphics, or Sponsor Advertisements

[Vector files](#) must be submitted with your order documents, not to exceed 1 week of order placement. If artwork is not received, the panels will be painted the same as your scoreboard or display and shipped blank.

DAKTRONICS QUOTE # 690136-2-2 MAIN ATTACHMENT A

CUSTOMER RESPONSIBILITIES

General

- 1) Secure necessary sign permits, as required.
- 2) Secure necessary construction permits, as required.
- 3) Provide soil investigation report at time of order.
- 4) Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics perform its work.
- 5) Mark location of the new Equipment as delineated in the quote.
- 6) Locate private underground utilities.
- 7) All landscaping restoration, as required.
- 8) Provide all landscaping, track, sidewalk and path protection along with site restoration, and/or sprinkler system repair work.
- 9) Remove and reinstall artificial turf to allow access for scoreboard structure demo.

Structures

- 1) Paint existing support structure.

Electrical & Data

- 1) Provide primary power feed five (5) feet off grade on structure in the form of transformer and electrical disconnect/distribution panel, as applicable, with over current protection per all applicable electrical codes and regulations.
- 2) Provide and install signal cable conduit, with pull string, from control location to each outdoor Equipment location to five (5) feet off grade on structure.

Product/Equipment

- 1) Provide storage of all Equipment and control equipment in a safe, dry, and secure location until installation.
- 2) Provide high speed internet connection to control room equipment.
- 3) Required power outlets on clean dedicated circuit(s) for all control equipment.

DAKTRONICS RESPONSIBILITIES

General

- 1) Removal and disposal of existing equipment.
- 2) Remove and dispose of existing scoreboard structure (excluding foundations).

Structures

- 1) Excavation of drilled pier foundation(s) including spoils removal. Placement and finishing of concrete for foundations.
- 2) Steel fabrication and erection of structural columns.
- 3) Steel fabrication and erection of sub-structure for Equipment mounting.
- 4) Paint new support structure provided in this quotation.
- 5) Existing delay of game clock structure in the north endzone will be reused.

Electrical & Data

- 1) Provide secondary power conduits, power cable and power hook-up from five (5) feet off grade on structure to all Daktronics supplied load centers/termination panel at/within the Equipment.
- 2) Provide and install signal cable conduit, with pull string, from five (5) feet off grade on structure to each outdoor Equipment signal termination point.
- 3) Labor to pull all new signal cable (and remove existing cable, if required).

Product/Equipment

- 1) Accept, lift, unload, and inspect all Equipment and control equipment from carrier.
- 2) Lift and mount Equipment listed in this quotation.

QUALIFICATIONS/CLARIFICATIONS

DAKTRONICS QUOTE # 690136-2-2 MAIN ATTACHMENT A

- 1) **Access:** Daktronics requires unobstructed access to Equipment and control room installation site until display is 100%. Installation equipment (cranes, lifts, trucks, concrete trucks, etc.) are expected to have access directly to the scoreboard/structure location. No concrete pumping, concrete buggies, or crane picks over 10' distance from scoreboard structure are included.
- 2) **Control Room Climate:** Normal operating temperature should be between 40° to 90° Fahrenheit (4° to 32° Celsius). Normal operating humidity should be less than 80% non-condensing. Storage temperature should be between -10° to 105° Fahrenheit (-23° to 41° Celsius). Storage humidity should be less than 95% non-condensing. Keep computers and monitors out of direct sunlight during storage. Allow control equipment taken out of storage to return to operating temperature range prior to turning it on (24 hours recommended).
- 3) **Foundations:** For this quotation Daktronics basis for foundation design is a class 4 soil with a minimum allowable lateral bearing pressure of 150 psf/ft per Chapter 18 of the International Building Code (IBC). The foundation excavation is based on the excavated area remaining open without collapsing to allow the placement of applicable reinforcement and/or structural columns and concrete. This quotation does not include casings, slurry, dewatering or any other soil stabilization. In the event rock, water, differing soil conditions other than class 4 soil per Chapter 18 of the International Building Code (IBC) or unforeseen conditions are encountered, the Customer will be responsible for any additional costs, plus overhead and profit of 20%.
- 4) **Electrical:** The maximum voltage is 120 volts line to neutral for all Equipment in this quotation.
- 5) **Building Penetrations:** Customer to provide all required building (wall/roof) penetrations for the installation of Daktronics provided wireless bridge and/or scoring console radio transmitter components at the control location. Mount Daktronics provided wireless bridge and/or scoring console radio transmitter components to the building in accordance with manufacturers recommendations. Building penetration location shall provide clear line-of-sight to the Equipment. Provide all conduit, with pull string, from control location equipment to the building penetration location.
- 6) **Exterior Equipment:** The bottom of the Equipment will be placed at an elevation of ten (10) feet above grade.
- 7) **Delay of Game Clock:** Installation assumes both clocks mounting to existing structures.

			Estimated Cost	
<u>Bids Received</u>	<u>Interest Rate</u>	<u>Interest Start</u>	<u>Of Financing</u>	
Arvest	2.25%	7/15/2021	\$46,113.11	
American Heritage Bank	2.65%	As draws made	\$43,387.81	
*Due to the interest not starting to accrue until the actual money is needed, AHB offered the lower total cost on the project even though the interest rate was lower with Arvest.				



Proposed Term Sheet
Sapulpa Public Schools
July 9, 2021

Bank: American Heritage Bank ("AHB")

Lessee: Sapulpa Public Schools

Lessor: American Heritage Bank

Purpose: Lease Purchase (L.P.) for the purchase of video/scoreboards (2)

L.P. Structure: Lease purchase will be a straight line of credit, with annual principal and interest payments

Amount: 1: \$316,202 (Chieftain Center Video Board)
2: \$379,816 (Collins Stadium Video Board)

Term: 5 years

Amortization: 5 years

Payment Amount (5): 1: \$67,094 (Chieftain Center)
2: \$80,226 (Collins Stadium)

Rate: Fixed at 2.65%
*Tax exempt

Payments: Annual

Repayment: General Fund

Origination Fee: None

Pre-Payment Premium: None

Loan Costs: All out of pocket expenses including but not limited to: appraisal, survey, title work, environmental, legal fees, site inspections, etc...will be paid by the borrower.

Insurance: AHB to be held harmless of liability associated with the real and personal property associated with the lease purchase.

918.224.3210

P.O. Box 1408
Sapulpa, OK 74067

ahb.bank

Guarantees: Na

Required Documentation for Underwriting: Including but not limited to financial statements and tax returns, leases, corporate documentation, etc.

Please understand that the above **does not** represent a loan commitment, but only an outline of the proposed transaction and is subject to final approval by American Heritage Bank's Loan Committee. Rate and terms outlined are dependent upon satisfactory underwriting and risk assessment, and are only estimates. These terms are subject to change after 8/31/2021.

This loan proposal is confidential, and the proprietary property of American Heritage Bank, and may not be disclosed to any person or entity not associated with the subject transaction without the prior written consent of American Heritage Bank. This loan proposal will not be binding on either party if any of the terms outlined above cannot be complied with.

Thank you for the opportunity to provide you with a proposal for financing on this project. Please do not hesitate to contact me at (918)224-3210 with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Weddle', with a large, sweeping flourish extending to the left.

Carey Weddle
Vice President

Computation Interval: Exact Days

Nominal Annual Rate: 2.250%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	07/08/2021	367,003.74	1		
2	Payment	02/01/2022	77,748.37	5	Annual	02/01/2026

TValue Amortization Schedule - U.S. Rule, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	07/08/2021				367,003.74
2021 Totals		0.00	0.00	0.00	
1	02/01/2022	77,748.37	4,771.05	72,977.32	294,026.42
2022 Totals		77,748.37	4,771.05	72,977.32	
2	02/01/2023	77,748.37	6,707.48	71,040.89	222,985.53
2023 Totals		77,748.37	6,707.48	71,040.89	
3	02/01/2024	77,748.37	5,086.86	72,661.51	150,324.02
2024 Totals		77,748.37	5,086.86	72,661.51	
4	02/01/2025	77,748.37	3,438.66	74,309.71	76,014.31
2025 Totals		77,748.37	3,438.66	74,309.71	
5	02/01/2026	77,748.37	1,734.06	76,014.31	0.00
2026 Totals		77,748.37	1,734.06	76,014.31	
Grand Totals		388,741.85	21,738.11	367,003.74	

Last interest amount decreased by 0.02 due to rounding.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
2.275%	\$21,738.11	\$367,003.74	\$388,741.85

Computation Interval: Exact Days

Nominal Annual Rate: 2.250%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	07/08/2021	374,650.00	1		
2	Payment	05/01/2022	79,805.00	5	Annual	05/01/2026

TValue Amortization Schedule - U.S. Rule, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	07/08/2021				374,650.00
2021 Totals		0.00	0.00	0.00	
1	05/01/2022	79,805.00	6,954.44	72,850.56	301,799.44
2022 Totals		79,805.00	6,954.44	72,850.56	
2	05/01/2023	79,805.00	6,884.80	72,920.20	228,879.24
2023 Totals		79,805.00	6,884.80	72,920.20	
3	05/01/2024	79,805.00	5,235.61	74,569.39	154,309.85
2024 Totals		79,805.00	5,235.61	74,569.39	
4	05/01/2025	79,805.00	3,520.19	76,284.81	78,025.04
2025 Totals		79,805.00	3,520.19	76,284.81	
5	05/01/2026	79,805.00	1,779.96	78,025.04	0.00
2026 Totals		79,805.00	1,779.96	78,025.04	
Grand Totals		399,025.00	24,375.00	374,650.00	

Last interest amount increased by 0.01 due to rounding.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
2.273%	\$24,375.00	\$374,650.00	\$399,025.00

Loan Repayment Schedule

7/8/2021

Name Of Client:

CHIEFTAIN CENTER VIDEO BOARD

Loan Type:

Cml Fixed 360

Accrue Odd Days at 365 lbase:

N - No

Principal Amount:

\$367,004.00

Interest Rate:

2.650000%

APR Value:

2.6869%

Interest Base:

2

Payment Code:

0

Origination Date:

10/31/2021

Date of First Payment:

02/01/2022

Number of Payments:

005

Payment Frequency:

365

Payment Frequency Code:

D

Semi-Monthly Days of the
Month 1:

00

Semi-Monthly Days of the
Month 2:

00

Payment Amount:

\$77,873.16

Beginning Days at Simple
Interest:

000

Last Payment Amount:

\$77,873.18

Miscellaneous Fees:

\$0

Print Results:

N - No

Total Interest:

\$22,361.82

Total Principal:

\$367,004.00

Total Payments:

\$389,365.82

Loan Repayment Schedule

7/8/2021

Name Of Client:

COLLINS STADIUM VIDEO BOARD

Loan Type:

Cml Fixed 360

Accrue Odd Days at 365 lbase:

N - No

Principal Amount:

\$374,650.00

Interest Rate:

2.650000%

APR Value:

2.6869%

Interest Base:

2

Payment Code:

0

Origination Date:

03/31/2022

Date of First Payment:

05/01/2022

Number of Payments:

005

Payment Frequency:

365

Payment Frequency Code:

D

Semi-Monthly Days of the
Month 1:

00

Semi-Monthly Days of the
Month 2:

00

Payment Amount:

\$79,135.19

Beginning Days at Simple
Interest:

000

Last Payment Amount:

\$79,135.23

Miscellaneous Fees:

\$0

Print Results:

N - No

Total Interest:

\$21,025.99

Total Principal:

\$374,650.00

Total Payments:

\$395,675.99

SAPULPA HIGH SCHOOL

STUDENT POLICY HANDBOOK

2020-2021

2021-2022



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

Mr. Seth Shibley

~~Mrs. Ashley Tselee~~ Bryan Warren

Mr. Denzil Stamper

Mrs. Kim Leonard

High School Principal

High School Assistant Principal

High School Assistant Principal

High School Assistant Principal

WELCOME TO SAPULPA HIGH SCHOOL

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

SAPULPA HIGH SCHOOL MISSION STATEMENT **CHALLENGE, GROW, CONTRIBUTE**

THE MISSION OF SAPULPA HIGH SCHOOL
IS TO CHALLENGE EACH STUDENT,
TO PROMOTE PERSONAL GROWTH,
TO PREPARE THE CITIZEN OF THE FUTURE.

EXPECTATIONS

Students are expected to:

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

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

SCHOOL COLORS **ROYAL BLUE AND WHITE**

SCHOOL EMBLEM **CHIEFTAIN**

SCHOOL SONG

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

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

GENDER EQUITY STATEMENT

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

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

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

NON-DISCRIMINATION CLAUSE

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

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40

SCHOOL BOARD POLICIES

43-106

IMPORTANT PHONE NUMBERS

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

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

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

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

ALTERNATIVE SCHOOL (BARTLETT ACADEMY)

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

Activities, Procedures For Bartlett Academy Students

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

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

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

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

ANNOUNCEMENTS

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

ASBESTOS NOTICE (As of August 7, 1990)

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

Asbestos-containing building materials have been found in several of the school buildings in the district.

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

ASSEMBLIES

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

ATHLETIC EVENT BEHAVIOR

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

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

CAREER TECH ELIGIBILITY

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

CHEATING

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

CLASS OFFICERS

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

Student officers must abide by these rules and regulations

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

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

CLASS OFFICERS ELECTIONS

Sophomore, junior and senior officer elections will take place no earlier than March prior to the next school year. Two weeks prior to the election each candidate must pick up an election packet from the class sponsor. The packet must be completed and returned to the sponsor by the required deadline. Failure to do so will result in the student not being allowed to run for office. Once a student has been elected to two offices, he or she is no longer eligible to run for another office.

CLASS RANK

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

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

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

CONCURRENT ENROLLMENT

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

Sapulpa High School Withdraw Procedure for Concurrent Courses

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

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

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

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

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

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

Student will be attending _____.

Student Signature

Date

Parent Signature

Date

COUNSELORS

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

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

Students who need to see a counselor are reminded that counselors are available before school or after school. Otherwise, the counselors will send for a student if the student has emailed their assigned counselor.

Hall Passes

~~Students who need to see a counselor are reminded that counselors are available before school or after school. Otherwise, the counselors will send for a student if the student has signed his/her name on a form in the counselors' office. Students who miss class without prior written, date, and time stamped permission will be considered truant and dealt with accordingly. Only in the case of an emergency, teachers can call a counselor.~~

Home Bound Instruction

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

CREDIT RECOVERY

~~Students must make every effort to pass all scheduled classes. However,~~s 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. ~~See online education for more information regarding credit recovery.~~ For more information please refer to the Virtual Academy Student Handbook.

DANCES

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

DELIVERIES DURING THE DAY

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

DETENTION

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

DISCIPLINE

Cellular and Other Electronic Devices

Cell Phones, earbuds, headphones or other electronic devices are not to be used or visible in any building at Sapulpa HS or JH during school hours, from 8:00 am to 3:00 pm. The exception to this rule is that students may use their cell phones at lunch in the Commons **or in the classroom at the teacher's discretion**. If the phone is visible whether in use or not, students will have disciplinary consequences. Students will be asked to turn in their cell phone if they ring, vibrate, or disrupt the building or educational environment. Parents may be required to pick up the cell phone from the principal. If a student needs to contact parents, they may ask permission to use the phones in the attendance office.

Identification

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

EARLY DISMISSAL FROM SCHOOL

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

EMAIL AND STUDENT'S RESPONSIBILITY

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

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students must be successful in their class work if they wish to participate in any extracurricular contests or activities. Eligibility is checked on a weekly basis. If a student is failing any class for one week, he/she will be placed on probation. If that student is failing any class after two weeks, he/she is ineligible to participate. (This does not have to be the same class. For example, a student could fail English the first week and math the second.) This includes grades and/or attendance. Students must be academically eligible to participate in any school-sponsored event or activity, including school dances, such as prom.

FERPA RIGHTS

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

- A. The right to inspect and review the student’s education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent FERPA authorizes disclosure without consent.

Directory Information

- A. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student’s record as “directory information,” and it will disclose that information without prior written consent:
 - 1. The student’s name;
 - 2. The names of the student’s parents;
 - 3. The student’s address;
 - 4. The student’s telephone listing;
 - 5. The student’s date of birth,
 - 6. The student’s class designation (i.e., first grade, tenth grade, etc.);
 - 7. The student’s extracurricular participation,
 - 8. The student’s achievement awards or honors;
 - 9. The student’s weight and height, if a member of an athletic team,
 - 10. The student’s photograph; and

11. The school or school district attended before he or she enrolled in the Sapulpa School District.
- B. Within the first three weeks of each school year, the Sapulpa School District will publish in a newspaper of general circulation in the area, the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the students' parents or the eligible student at the time and place of enrollment.
 - C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.
 - D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records requests unless it states in its annual notification that it intends to forward on request).

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

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

FIRE/TORNADO/SCHOOL SAFETY DRILLS

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

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

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

FLAG SALUTE POLICY

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

GANG ACTIVITY

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

GRADUATING WITH HONORS

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

HALL PASSES

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

HAZING

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

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

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

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

Medical Exemption

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

Religious or Other Exemptions

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

INDIAN EDUCATION

The Department of Indian Education of Sapulpa Public Schools exists to serve Native American students in this school district. Services are provided in these areas: Indian cultural classes, classroom presentations on Indian culture, ~~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~~, secretary, elementary ~~and tutors~~ secondary school and cultural liaisons.

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

INSURANCE

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

LETTERING POLICY

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

LOCKERS

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

LOST AND FOUND

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

LOST OR DAMAGED BOOKS

Books that have been lost or damaged must be paid for in full. ~~Students should pay their teacher or a secretary in the main office and keep the receipt in case their book is found.~~ Students should assess the condition of their books when books are distributed and bring any damages to the attention of the teacher. The teacher shall make note of such damage and not hold the student accountable.

LUNCH SCHEDULE

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

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

MESSAGES FOR STUDENTS

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

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

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

Referral

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

Screening

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

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

Second (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 of any kind **must apply through their school counselor or the Virtual Coordinator**.

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

PARKING/VEHICLE REGULATIONS

Driving and parking on campus is a privilege, not a right, intended for students who observe vehicle regulations established for the safety and convenience of all. All students driving automobiles or motorcycles to school must have a current year parking permit. ~~Students will need to complete a Parking Permit Application before they begin parking on campus. The application will be emailed out to all high school students one week prior to the start of the school year. The permit can be picked up in the attendance office at the start of the school year. The cost of parking permit stickers is \$10. Permits can be paid in cash at the time of pickup or paid for in advance on the district website. Stickers can be purchased in the attendance office.~~ The proper location for the parking permit ~~decal~~ 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. All student parking is assigned.~~ Student parking is marked by white stripes. Faculty is marked by yellow spaces. Students are reminded not to park in

administration parking and handicap parking. Parking in handicap parking is enforced by SPD and is a mandatory citation. Students will be expected to drive into a parking space, not back into the space. There is no pull through parking. This policy also includes the pull through parking spaces in the back parking lot. Vehicles should be parked legally within the lines. "No Parking" signs must be observed. All drivers shall be licensed drivers and covered by insurance. Vehicles must have a current license tag.

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

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

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

PARTICIPATION STATEMENT - HIGH SCHOOL ACTIVITIES

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

Grades: (from the OSSAA Handbook)

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

A. Semester Grades

1. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days
2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.

3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
4. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

B. Student Eligibility During a Semester

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

C. Special Provisions

1. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness,

injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.

4. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of rule 3, Section 1-a, for the end of spring semester.

Practice And Events

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

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

Participation Conflicts

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

- A. Whichever event is a state, division, conference or playoff takes precedence over regular practice or competition. Example: Student involved in state chorus takes precedence over a basketball game.
- B. Competition always supersedes practice. Example: Student basketball game takes precedence over choir practice.
- C. Actual tryouts supersede practice. Example, tryouts for school play supersede basketball practice.
- D. In case of two competitions of equal status, the student will be able to make a choice. Example: Basketball game the same night as a choir contest. No penalty will be assessed due to student choice.

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

Travel

All students are expected to ride school transportation to and from events. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. Students may leave the event with a parent or guardian after providing written communication to the coach or sponsor. In extenuating circumstances, and with written permission from the

parent or guardian, a student may be released to leave an event with a specified adult. No student will drive to events, unless prior written approval from the school principal.

Dress And Behavior

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

PETITIONS

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

PROGRESS REPORTS

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

PROM REGULATIONS

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

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

Dress Code Requirements For Prom Dresses/Homecoming/Winter Court

- A. The skirt or dress shall not be conspicuous or indecent while sitting or standing and must be fingertip length. This measurement also applies to slits in dresses.
- B. No clothing which has “see through” material or exposes undergarments in the area from the upper chest to the end of one’s fingertips when arms are held at the sides in a relaxed position. “See through material is acceptable for the arms, below fingertips, and neck/collarbone area.
- C. Two-piece dresses are acceptable as long as they do not expose the midriff area while standing or moving. This includes “cut-away” dresses where the bodice has pieces or sections cut out.

- D. Strapless and spaghetti strap dresses will be allowed if the bodice (top of the dress) is of modest cut. Special attention should be paid to V-cut bodices. V-cut bodices should be extremely modest in length.
- E. Backless dresses will be allowed as long as the cut is no lower than the waist and does not extend past your side.
- F. Please abide by all other dress code rules as listed in the handbook. Please pay special attention to the policy regarding see-through clothing, hats, sunglasses, etc.
- G. There is a great concern on the behalf of the Sapulpa Administration regarding appropriate dresses for our prom. Students are expected to use modesty and decorum in selecting prom dresses. When in doubt in determining the appropriateness of one's dress, please contact school administration in advance of the event.
- H. Students, please remember that admittance into the prom will not be allowed if any dress code violations occur.

PUBLIC DISPLAY OF AFFECTION

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

QUEEN SELECTION

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

- A. Any member of the eligible squads, regardless of classification, may nominate all queen candidates (Senior) and all attendants (Sophomore and Junior).
- B. The entire student body, according to grade classification, will vote on all candidates and attendants. Sophomores vote for sophomores, juniors for juniors, seniors for seniors.
- C. Nominations will be taken and a ballot prepared. The administration will review the list of nominees before their name appears on a ballot. Nominees who have had a serious discipline incident or who have been involved in several incidents or who have been involved in illegal activity may be excluded from the ballot.
- D. The Assistant Principal or sponsor in charge of queen selection will count all ballots.

- E. Two sophomore attendants will be elected by majority vote.
- F. Three junior attendants will be elected by majority vote.
- G. Five senior attendants will be elected by majority vote. The senior girl 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 girl who serves as attendant or queen for any one of the two sports queen contests is not eligible for nomination for the other in the same school year.~~ 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. Escorts can only be chosen one time per academic year.~~
- M. All participants must be academically eligible.

RECOGNITION AT GRADUATION

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

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

GRADUATION DRESS CODE

The annual Sapulpa High School Commencement Ceremony is a formal event designed to honor the achievement of those students who have worked for many years to graduate high school. As such, it is expected that each student dresses for a formal occasion. If a student is in need of specific clothing items, the student should inform a

counselor or an administrator no less than a week before the commencement ceremony is to take place.

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

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

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

Exemption Applications are Due May 1st.

RECORDS/TRANSCRIPTS REQUEST

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

REPEATING COURSES

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

SAFETY AND WELFARE OF OTHERS

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

SCHEDULE CHANGES

Schedule changes for the Fall semester can be requested during the Spring enrollment period. Schedule changes for the Spring semester can be requested during the designated time before Winter Break. Any changes made after the designated times can only be approved by administration for extenuating circumstances. Any schedule change made to another subject area after will result in a grade of "F" in the course being changed. No credit will be given for the new course.

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

SCHEDULE CORRECTIONS

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

SCHOOL BUSES

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

Students who ride buses should follow these rules of behavior:

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

SCHOOL CLUBS AND ORGANIZATIONS

Sapulpa Public Schools will annually notify all parents and students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification will be by means of the student handbook and school district's web site and must include the name of each club or organization, its mission or purpose and the name of the faculty advisor if known.

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

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

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

SCHOOL DAY

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

SCHOOL TELEPHONE USE

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

SEVERE WEATHER

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

SKATEBOARDS/ROLLER BLADES/LASER LIGHTS

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

STUDENT AIDES

Senior level students at the high school may apply to be an aide for one period per semester. Students must apply through application to the building principal. Aides must be in good standing academically, with discipline, and with attendance. ~~All applicants must be on track to graduate. All applicants must be enrolled in three core classes, one of which must be a math course.~~ During their Senior year, all applicants will interview with the building principal, or the principal's designee, and be appointed by the High School administration. Applications may be picked up in the counseling office.

Aides will be expected to be on time and present each period assigned. Student assistants not reporting to their proper assignment will be counted truant and reassigned to another class. They will receive an "F" as student aide, and will get no credit for the reassigned class.

Aides will wear proper identification at all times.

STUDENT EXCHANGE PROGRAMS

Foreign exchange students may be approved by the Superintendent for enrollment at Sapulpa High School if they and their host parents are a part of the American Field Service Inter-Cultural Exchange Program. Students from other exchange programs will be accepted for short term visitations with administrative approval and only under special circumstances. Sapulpa High School will be limited to a total of 2 foreign exchange students in any school year.

STUDENT GRADE CLASSIFICATION

Grades Ten through Twelve:

A. Student grade classification will be determined by the number of credits obtained at the end of the current school year or at the end of the current summer school, if applicable.

B. Credits:

<u>Minimum Units Required</u>	<u>Grade Level</u>
5 credits	Sophomore
11 credits	Junior
17 credits	Senior

STUDENT IDENTIFICATION BADGES

All Sapulpa High School students will be issued an identification badge. Each student will be issued one student ID and lanyard free-of-charge. For identification purposes, all students are required to prominently display their school-issued badge from a lanyard around the neck at all times during the school day (with the exception of extracurricular or physical activities).

Students without an ID badge during the school day will be issued a temporary ID sticker by the attendance office. For each issued temporary student ID sticker, the student will be scheduled to serve a detention before the next school day.

The purpose of a student ID is for the immediate identification of enrolled students. Student IDs are not to be covered with pins, stickers, pictures or any other objects, nor should they be altered in any way. In the event that the student ID is lost, damaged, or unusable for any reason, the student will be responsible for a replacement student ID at a cost of \$5. Replacement lanyards can be purchased for \$5.

Disciplinary consequences will result if a student wears another student's ID. Possession of another student's ID is strictly prohibited.

Student IDs must be turned in if the student transfers to another school, enters the total virtual program, or is suspended from school. Student IDs will be returned upon resumption of on-campus classes.

STUDENT OFFICERS

Due to the immense workload and extensive responsibilities students take on, Sapulpa High School places a limit on the number of offices any student may hold for a club or organization. Sapulpa students are limited to holding office in only **two (2)** clubs or organizations. Further, they are limited to being president in only **one (1)** club or organization. Students will not be limited to membership and participation in any number of clubs or organizations. Special permission to exceed these number limits may be granted by the principal.

STUDENT SEARCH

A student's bags, car, and/or locker will be subject to a search when there is reasonable suspicion to believe that the student may have in his possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, and stolen property, any items that are prohibited by school policy (tobacco products, pager, etc.), or other contraband. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

TECHNOLOGY USAGE

Sapulpa High School provides every student with a chromebook for use in the classroom and at home. All activity on the chromebook is the responsibility of the student whom it was checked out to. Any inappropriate behavior committed on the chromebook, whether the action is taken at school or otherwise, will be the complete responsibility of the student the chromebook is checked out to.

TELEPHONE AND/OR ADDRESS CHANGES

If a student has a change in address or phone number, please notify the attendance office.

TRAVEL

All students are expected to ride school transportation to and from events. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. Students may leave the event with a parent or guardian after providing written communication to the coach or sponsor. In extenuating circumstances, and with written permission from the parent or guardian, a student may be released to leave an event with a specified adult.

TURNING POINT

Turning point is an online program run by the Sapulpa Central Tech Office. This program is for students that are behind in their graduation requirements and are willing to work. Students may be referred by their counselor if they have earned 10 credits. Admission into the program is decided by Central Tech officials.

VALEDICTORIANS/SALUTATORIANS

1. Selection of valedictorian

- a. To attain the status of valedictorian, a student must have earned at least eight (8) credits in a weighted course during the 9th-12th Grade and/or Concurrent Enrollment core classes.
- b. Valedictorians will be chosen based on grade point average and ACT/SAT composite score. The grade point average must be a minimum 4.250 and will be determined at the end of the seventh semester. Students must also achieve a composite score of 24 on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.
- c. All letter grades received during the **first** seven semesters of high school will be used in determining GPA. This includes activity credits, local summer school, correspondence, and career-tech grades.
- e. Student attendance and conduct records will be considered in the determination of valedictorian recognition.

2. Selection of commencement speaker

- a. One student will speak at commencement as a representative of the valedictorians.
- b. The speaker will be determined by application to a committee consisting of High School staff and administration. Application must include the speech.
- c. The student selected will be the commencement speaker. If the selected speaker is absent from commencement or fails to meet the requirements listed, the speaker will be the student who placed second in the selection process.

3. Selection of salutatorians is based on the same criteria as the valedictorians with the exception that salutatorians will be those students with a grade point average from 4.000 to 4.249 by the end of the seventh semester.

VISITORS DURING THE DAY

Parents are always welcome! The school policy is to accept only those visitors who have legitimate business at the school. Classroom disruptions are strongly discouraged and will be allowed only under extreme circumstances. If a parent would like to visit a classroom for a specific purpose, permission from the principal is needed.

All visitors MUST use visitor parking and report to the respective main office to receive clearance to be in the school buildings. Student visitors will not be allowed to be in the classes during class time.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Sapulpa High School is as follows:

- A. Authorization for withdrawal: the parent or legal guardian must accompany student and show identification to the attendance clerk. If parents are divorced, custody papers must be provided.
- B. Withdrawal form shall be obtained in the Attendance office.
- C. Withdrawal forms must be signed by (a) all teachers, (b) librarian, and (c) counselor. All books and school property need to be turned in at the time of withdrawal.
- D. The student is to return to the Attendance office with the completed withdrawal form. Your transcript and immunization record can then be obtained from the registrar. All financial obligations must be cleared before final withdrawal.

CLUBS AND ORGANIZATIONS, SPONSORS, DUTY ASSIGNMENT

Club/Organization	Sponsor	Purpose
Academic Team	Braswell	To promote academic competition and participation
Art Club	McClanahan	To promote the visual arts
Band	Yokum	To promote the instrumental arts
Blue Blazed Marvels	Myers	To promote the vocal arts through music
Color Guard	Howerton	To compete and participate in the visual arts
Debate/NFL	Braswell	To compete and participate in the art of speech and debate
BPA	Greer	To promote and encourage business in schools
FCA	Calip	To enhance education through the spiritual process shared by various athletes
FCCLA	Linder	To promote community involvement in schools
FFA	Rose	To promote the agricultural sciences
NASA	Chupco	To promote and encourage cultural awareness
JROTC	Col. Shannon	To promote teamwork, leadership, and patriotism
Key Club	Lusk	To promote civic participation in schools
NAACP	Bruner	To promote cultural awareness
National Honor Society	Bacon	To encourage and promote academic excellence
Ping-Pings	Heritage	To promote the visual arts through dance
Spanish Nat'l Honor Society	Boyne	To promote academic excellence in Spanish
Special Olympics	Lyons	To provide an opportunity for special needs students to meet

		and compete with other special needs students
Student Council	Peter Carter	To promote school wide student participation
Thespian Society	Braswell	To promote the arts through drama
Yearbook	Greer	To produce and distribute a school yearbook
CLASS SPONSORS		
Senior Class	K. Myers	To promote and organize Senior class activities
Junior Class	Hayes	To promote and organize Junior class activities
Sophomore Class	Arundell	To promote and organize Sophomore class activities

HS VARSITY SPORTS	HEAD COACH
Football	Timothy Holt
Girls Fastpitch/Slowpitch Softball	Sarah Carriger
Girls & Boys Cross Country	Debbie Williams
Girls Volleyball	Cory Harp
Girls Basketball	Darlean Calip
Boys Basketball	Rick Bruner
Wrestling	Kyle Blevins
Boys & Girls Golf	Andy Tuttle
Boys & Girls Tennis	Karma Sanders
Boys & Girls Track	James Burkhalter
Baseball	Steve Irvine
Girls Soccer	Lori Arundell
Boys Soccer	K. Kinzer
Cheerleading	Lindsay Hurst

School Board Policies

204.2 PROFICIENCY BASED PROMOTION (Revised 5-20-13)

Double promotion is discouraged and will only be permitted in unusual circumstances and must have the recommendations of the principal, teacher, and elementary curriculum coordinator with agreement by the parent(s) or guardian. When double promotion is considered the following factors will be evaluated.

- Standardized test scores (Advanced)
- Emotional stability
- Social Development
- Whether or not the academic needs of the student can be met at the present grade level
- Mastery on a grade level Proficiency Based Promotion assessment (Will be available during the months of August and May only)
- Principal/teacher/elementary coordinator recommendation
- Final approval by Superintendent

207. HOME SCHOOL OR NON-ACCREDITED SCHOOL ADMISSION AND CREDITS EARNED (Revised 5-7-01)(Revised 5-7-07)

- A. The District welcomes enrollment of students who have been students in non-accredited schools and who have been home schooled. Students enrolling in the District from non-accredited schools and who have been homeschooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that grade the student by the standards of this District=s curriculum and Priority Academic Student Skills adopted by the Oklahoma State Board of Education. Test results will be maintained for at least one calendar year.
- B. Students entering the District from non-accredited schools or who have been homeschooled will be required to take academic tests administered by District personnel. The tests will measure the student's mastery of Priority Academic Student Skills and will be written. Pending receipt of such test results, the administration may allow the student to attend school in a designated alternative or temporary setting.
- C. The administration will determine the approved tests which will be used to implement this policy.

- D. Grade and course enrollment will be based upon results of placement tests and any other testing information and/or education records deemed to be relevant by the administration. Parental recommendations will be considered, but the District will not be obligated to place a student in the grade or course which the parent believes is appropriate. A parent who disagrees with the placement decision of the school may present a written objection for inclusion in the student(s) permanent folder, and may ask the Board of Education to review those objections. Any review of a placement decision by the Board will be limited to determining whether this policy was substantially complied with by the administration. Such review will not include a review of the merits of the placement decision by the administration. If the Board determines that this policy has not been substantially complied with, then the student(s) placement will be remanded to the administration for compliance with this policy. The decision of the Board, however, will be final and non-appealable.
- E. Students desiring to enroll in grades 9 through 12 will provide documentation of completed courses, and the student will be administered tests for all core courses to determine whether high school credit will be recognized. Tests for electives may also be required. The District will not grant high school credit in core subjects of English, mathematics, science, social studies, and foreign languages merely because the student successfully completed such courses in non-accredited schools or through home schooling. High school credit will be granted only if the student scores a grade of at least 60 percent on Priority Academic Student Skills testing. Students will be administered the test corresponding to the last course of a core subject sequence noted on the transcript or record prepared by the non-accredited school or by the homeschooling parent.
- F. Course enrollment of high school students will be made on the basis of the administered core subject tests, foreign language placement tests and elective tests, if any.
- G. Upon successful completion of the first trimester in the high school, credit will be given for elective courses taken at the non-accredited schools or through home schooling upon presentation of acceptable documentation of course completion or, if believed to be appropriate by the administration, through applicable testing.
- H. Only grades earned from another high school accredited by the State Department of Education of Oklahoma or another previous home state will be used in computing grade point averages. Credits that the administration accepts from a non-accredited school or through home schooling will be recorded as either a pass or a fail on District records. Only students earning credits in accredited school districts will be eligible for senior class grade point average recognition at graduation.
- I. Placement exceptions to the above regulations may be made at the discretion of the building principal or the Superintendent of Schools, but

such discretion must be based upon placement tests, parental recommendations, educational records and other testing information deemed relevant. For children with disabilities, the child's IEP or accommodation plan team will make individualized decisions concerning appropriate placement information and enrollment issues.

- J. Students enrolling from a school in a foreign country will have the transcripts of their completed work reviewed by standards determined to be relevant by the administration, and credits will or will not be granted on the basis of such a review.

210. ACADEMIC LETTER (Approved 11-5-84) (Revised 7-10-06)(Revised 10-10-11)(Revised 5-14-12)

The intent of this policy is to recognize the students who achieve academic excellence and encourage more students to reach higher levels of learning.

- A. All grades on the transcript will count toward the academic letter.
- B. The grading scale to be used is as follows:

A=4, B=3, C=2, D=1, F=0

The grading scale to be used for weighted courses will be as follows:

A=5, B=4, C=3, D=2, F=0.

- C. The first award will be issued after the second semester of the sophomore year, and will be based on the cumulative grade point. The next award will be issued after the second semester of the junior year and will be based on the cumulative grade point. The next award will be issued after the second semester of the senior year and will be based on the cumulative grade point. The next award will be issued at the end of the senior year for the seniors who have not met the criteria before.
- D. The following grade points will be used to determine eligibility:
 - 1. After first semester 10th - 3.8
 - 2. After first semester 11th - 3.7
 - 3. After first semester 12th - 3.6
 - 4. End of 12th - 3.6

- E. The first award at whatever grade level achieved will be a letter. A bar, which can be attached to the letter, will be awarded each following year the student earns the GPA at his/her respective grade level.
- F. Students earning an academic letter will be recognized at the Academic Awards Banquet in the spring and at graduation.

210.1 SAPULPA HIGH SCHOOL WEIGHTED GRADE SYSTEM (Approved 11-6-2000)(Revised 6-14-10)(Revised 9-14-10)

- A. Rationale for a Weighted Grade Scale
 - 1. Encourage enrollment in college prep courses.
 - 2. The weighted grade scale will assist in developing a more accurate point average for computing rank in class, scholarships, and valedictorian and salutatorian.
- B. Criteria
 - 1. Each academic department should develop at least one advanced course which is college level in content. These courses will be eligible for the weighted scale.
 - 2. A review committee composed of the high school principal and the academic department heads shall recommend the courses for the weighted scale, monitor these classes, their requirements and grade distribution. The principal shall serve as chairman of the committee.
 - 3. The review committee recommendations shall be made directly to the Superintendent or his designee.
 - 4. The recommended grading system for honors/PreAP/AP courses electives will be a 5.0 scale (A=5.0,B=4.0,C=3.0) for each approved weighted course taken and passed with a "C" grade or above.
 - 5. The following courses are to be weighted:
 - a. Pre-AP Algebra II
 - b. Pre-AP Trigonometry
 - c. Pre-AP Analysis
 - d. AP Calculus AB
 - e. Pre-AP English II
 - f. AP Literature and Composition
 - g. AP Biology
 - h. Pre-AP Chemistry I
 - i. Pre-AP Physics
 - j. Pre-AP Spanish III & IV
 - k. AP Language and Composition
 - l. AP US History
 - m. AP Government

- n. AP World History
- o. Honors Advanced Studies III & IV
- p. Honors Debate III & IV
- q. Pre-AP Biology I
- r. Honors Academic Team III & IV
- s. Pre-AP English I
- t. AP Modern European History
- u. Honors Digital Electronics
- v. Honors Civil Engineering and Architecture
- w. AP Chemistry
- x. AP Art

6. At Sapulpa High School, honors/Pre-AP/AP weighted grades can be accumulated in grades 9-12.

**210.3 HIGH SCHOOL CREDIT FOR 6TH-8TH GRADE COURSES (Approved 5-4-09)
(Revised 6-14-10)(Revised 6-13-11)(Revised 3-12-12)(Revised 2-11-13)**

The following high school courses taken at either the middle school or the junior high school are approved for high school credit by the Sapulpa School Board: Algebra I, Art I, Fundamentals of Technology, Drama, Music Appreciation, Spanish I and Spanish II. Sapulpa High School will honor the credit(s).

All high school courses taken at the middle/junior high school level will be automatically placed on the high school transcript unless notice is provided to the student's middle/junior high school principal by the student's parent(s) or legal guardian(s) by June 15th of the student's completed 9th grade school year. Once a course and grade is posted on the high school transcript, it will not be removed.

In accordance with the Achieving Classroom Excellence Act (ACE), it should be noted that Algebra I taken at the middle school level will not count towards the three units of mathematics required for graduation, beginning with ninth-grade student enrolled in the 2008-2009 school year. If a student completes any required courses in mathematics prior to ninth grade the student may take any three units in grades nine through twelve.

221. HIGH SCHOOL GRADUATION REQUIREMENTS (Revised 4-12-12)(Revised 5-14-12)(Revised 8-8-16)

This recommendation is based on the latest requirements handed down from the State Department of Education.

A. Required Subjects

4 units of English Grammar and Composition -
American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I)

3 units of math (including Algebra I)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 unit of Oklahoma History and .5 unit of American Government)

1 unit of Fine Arts. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

1 unit of Computer Education. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

8 electives

B. Required units

Units required for graduation: Effective 2010-11

State Department of Education	23
Sapulpa Public Schools	23

Students will receive credit for Driver Education.

C. Statewide Student Assessment System Effective July 1, 2016

For the 2016-17 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12

For students entering the ninth grade in the 2016-17 school year, each student must take the assessments included in the statewide student assessment system for 2016-17 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

For the 2017-18 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12
- Assessments may be administered in Reading and Writing in certain grades as determined by the Board.
- A nationally recognized college and career readiness assessment (CCRA) may be administered at no cost to the student as recommended by the State Department of Education and contingent on the availability of funds.

For students entering the ninth grade in the 2017-18 school year, each student must take the assessments included in the statewide student assessment system for 2017-18 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

COLLEGE Preparatory/Work Ready GRADUATION REQUIREMENTS

OKLAHOMA'S PROMISE

A. Required Subjects

4 units of English Grammar and Composition – American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I and two additional Lab Sciences courses of a higher level) For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Of the three units or sets of competencies of laboratory science required, one must be a life science meeting the standards for Biology I, one must be a 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 Respondent's answer.

5. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
6. Within five days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
7. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator with five days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
8. Within five days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.
9. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
10. Within five days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
11. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
12. The applicable Coordinator will notify the Board of Education, in writing, within five days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
13. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a

decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within five days of the meeting, the Board will issue a final decision in writing to all parties involved.

D. General Provisions

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 120 days.
2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, or disability.
3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
7. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

540.1 STUDENT BEHAVIOR AND SUSPENSION (Revised 5-07) (see procedure pages)

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. 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, trainings and individual interventions, which

may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District's policy and this regulation, the following definitions apply.

DEFINITIONS:

A. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts.

Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories:

"Physical Bullying" may include harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional bullying" may include the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

"Social bullying" may include harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the

victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

“Sexual bullying” may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

D. The term “at school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

E. In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. “Good faith” is a state of mind consisting in honesty in belief or purpose or faithfulness to one’s duty or obligation.

G. The term “discriminatory harassment, intimidation and bullying” is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION REPORT FORM (Revised 4-9-12)(Revised11-11-13)

The Board of Education expressly prohibits any form of bullying behavior by students at school as well ***as active or passive support for acts of bullying.*** In addition, the Board of Education prohibits bullying behavior by students that does not occur at school, but which causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure.

In Addition:

Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to district policy. Any accusations confirmed to be false will be removed from the falsely-accused student’s file.

Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of student bullying behavior.

Any person may report an issue of bullying or harassment

Today's date: ____ / ____ / ____

School Site: _____

PERSON REPORTING INCIDENT (optional)

Please indicate your relationship to the target of the bullying (e.g. Parent, teacher, school staff member, etc.)

Name: _____ Relationship _____

Telephone: _____ E-Mail: _____

1. Name of student victim: _____ Grade ____ Sex ____ Race_

Name (s) of alleged offender (s) _____ Grade ____ Sex ____ Race_

Name (s) of alleged offender (s) _____ Grade ____ Sex ____ Race_

Name (s) of alleged offender (s) _____ Grade ____ Sex ____ Race_

Date and Time of the Incident (s): _____, _____, _____, _____

Location of Incident (s) _____

(Off school property, athletic event, hallways, cafeteria, classroom, gymnasium, playground, school bus stop, any school sponsored activity, off campus, etc.)

List all witnesses including students and faculty or staff. If Witnesses are NOT students, please include contact information if possible:

Witness: _____ Witness: _____

Witness: _____ Witness: _____

2. Describe in detail the actions or behaviors that you interpret as intentional acts of bullying or harassment. *The list may include but not be limited to:* Cyber/social network bullying, social isolation or exclusion, physical threats or acts of violence, intimidation, name calling, rumors or slander, taking another person's property.

Place an X next to one of the following:

3. Do you have copies of cyber bullying? Social Network pages, written threats, etc.

☐ No ☐ Yes, but are not attached with this report ☐ Yes and are attached with this report

4. Did Physical Injury result from this incident:

☐ No ☐ Yes, but it did not require medical attention. ☐ Yes, and it required medical attention

5. Was the student victim absent from school as a result of this incident?

☐ No ☐ Yes how many days? _____

6. Has a complaint relevant to this incident been filed before? Where: _____

With Whom: _____ When: _____

7. Has a formal police report been filed with the Sapulpa Schools Campus Police, Sapulpa Police Department or Creek County Sheriff's Office ☐ Yes ☐ No

8. If yes, please provide the Police Report Number. _____

NOTE: If the bullying/harassment include physical assault and battery or sexual assault or battery, threats to kill, or threats that include a weapon, then the Sapulpa School Resource Officer must be notified for preparation of a formal police report.

SAPULPA PUBLIC SCHOOLS
BULLYING INVESTIGATION SUMMARY

Sapulpa Public Schools Board Policy 540.1.7 (Excerpt)

"Require school administrators to identify the appropriate personnel to document, investigate, and review all reports of bullying they receive."

Step 1: Assignment for investigation to site administration

Date Received: _____ Investigator's Name _____

Documentation:

☐ Written statement of student victim 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, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or

Edgenuity) approved by the school district and are meeting the following attendance requirements:

The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format.

Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

The student is on pace for on-time completion of the course as required by the school district,

The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete." (If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as

one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any

student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

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

G. CHRONIC ABSENTEEISM

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

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

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

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

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

540.2.2 BUILDING PASSES

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

Students having appointments off campus during class time should have their parents notify the office by phone to receive their building pass. Notes are not

accepted. If a student leaves the campus without checking out through the attendance office, his/her absence will be recorded as a truancy.

541.1 DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES (Approved 10-3-05)(Revised 4-7-08, 8-08-16)(see procedure page)

Sapulpa Public Schools will comply with the requirements of Federal and State laws and regulations when it seeks to implement the disciplinary removal of a child with a disability. These requirements are outlined in the Special Education Discipline Procedures Manual (see Procedure Page 541.1)

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

- A. Any student using, under the influence of, in possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.
- C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

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

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

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

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

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

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

B. Definitions:

1. **Activity Student** means a member of any junior high or high school Sapulpa 500 Section Sapulpa Public Schools 2-2007 Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Sapulpa Schools in any extra-curricular activity in interscholastic competition, such as FFA, FCCLA, Academic Team, Band, Vocal, Ping Pong, 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.

BARTLETT ACADEMY

STUDENT HANDBOOK

2021-2022

SAPULPA PUBLIC SCHOOLS

"ACADEMIC EXCELLENCE IN A CARING ENVIRONMENT"

BARTLETT ACADEMY

603 South Park, Sapulpa OK 74066

Office 918.224.7958

Fax 918.224.0049

STAFF & HOURS

NAME	POSITION	EMAIL	PHONE	EXTENSION
Ashley Tselee	Principal	atselee@sapulpaps.org	918-224-7958	2354
Rhonda Thompson	Counselor/Credit Recovery	ρθompson@sapulpaps.org		2362
Debbie McMunn	Secretary	dmcmunn@sapulpaps.org		2350
Carl Fisher	Science Teacher Technology Coordinator	cfisher@sapulpaps.org		2358
Kyle Bloomer	Social Studies Teacher	Jbloomer@sapulpaps.org		2366
Alisha Kirk	Language Arts Teacher	akirk@sapulpaps.org		2359
Tim Abel	Math Teacher	tabel@sapulpaps.org		2365
Kim Wedel	Special Education Electives Teacher	kwedel@sapulps.org		2360
	Special Education		918-224-6560	
OTHER IMPORTANT NUMBERS				
Rob Armstrong	Superintendent	rarmstrong@sapulpaps.org	918-224-3400	1105
Johnny Bilby	Assistant Superintendent	jbilby@sapulpaps.org		1121
Beverly Woolery	Director of Transportation	bwoolery@sapulpaps.org	918-224-7089	1205
Nancy Sitrer	Child Nutrition Director	nsitrer@sapulpaps.org		1217
Seth Shibley	High School Principal	seshibley@sapulaps.org	918-224-6560	2701
Dru Dixon	Junior High Principal	ddixon@sapulpaps.org	918-224-6710	2901

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	11:32 am -12:02 pm	11:32 am - 12:02 pm
DISMISSAL	2:44 pm	2:44 pm

SECTION ONE: INTRODUCTION TO BARTLETT ACADEMY

Bartlett Academy staff works very hard to develop an atmosphere based on kindness, mutual respect, trust, and accountability. Many of our students have had negative experiences or significant lack of success in school before they come to us, so we strive to give them a fresh start with the slate wiped clean.

This is a program where the staff utilizes innovative teaching techniques, offers greater access to counseling and support, more individualized courses of study, flexible scheduling, lower student-teacher ratios, and a more supportive classroom atmosphere.

The goals of the program include a reduced drop-out rate, an increase in the number of academic credits earned, a decrease in the number of absences, a decrease in the number of classes failed, an increase in the student grade point average, an improvement in standardized test scores, a reduction in behavioral problems, and college and career readiness for each student. In addition, we are all working toward approval of the program by parents, students, school administrators, district teaching staff, stakeholders, and employers.

The teachers who work at Bartlett Academy are all highly experienced Alternative Education teachers who truly care about all of their students, who are flexible and open-minded, and who know how to lead all willing students toward academic success. Classes are designed to challenge each student's abilities while remaining accessible to all.

Our Mission is to educate and support teenagers who have had difficult experiences in the traditional school system or have a different learning modality that can be better served through alternative means. Bartlett provides a responsive education system and improved 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.

It is our philosophy to take a "whole person" approach to education. 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 does not issue diplomas. Instead, we assist students in meeting the requirements of their sending school; the sending school grants the diploma.

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 Academy offers a fresh start
and a new beginning.**

WHY DO WE HAVE A HANDBOOK?

- This handbook is issued so that parents/guardians and students may become familiar with policies and regulations of Bartlett Academy.
- This handbook is an outline of a student's responsibilities.
- We feel strongly that one person's freedom should not infringe upon another person's freedom.
- This handbook is a general guideline and should not be considered all inclusive.

Throughout the handbook you will see references to BOE POLICY (number). This handbook provides a brief overview of some of Sapulpa Public Schools Board of Education (BOE) policies, and how they apply in this program.

We strongly recommend that you read the BOE Policies that are available on the Sapulpa Public Schools website. Go to DISTRICT, click on Board of Education, then click on Policies.

Or, you can go directly to: https://www.sapulpaps.org/district/board_of_education/policies

REASONS FOR REFERRAL TO BARTLETT ACADEMY

Excessive Absence	Academic Deficiencies	Physical /Mental Health Issues
Behavioral Difficulties	Low GPA / Credit Deficiencies	Tobacco Use Violations
Excessive Disciplinary Issues	Excessive Tardies	Social Anxiety
Emotional/School Adjustment	Lack of Motivation	Juvenile Justice Involvement
Difficulty Paying Attention	Dress Code Violations	Anger Management Issues
Fighting w/Peers	Depression	Court Ordered
Defiance of Authority	Substance Abuse Issues	Frequent Moves
Homeless	Pregnant/Parenting Teen	Self Mutilation
Bullying/Harassment	Grief/Loss Issues	Low Self-Esteem

REFERRAL AND INTAKE PROCESS

- To be considered for Bartlett Academy, students must be enrolled in Sapulpa Junior High **or** Sapulpa High School; **or Berryhill High School.**
- Students may be referred to Bartlett Academy by a Sapulpa Jr./Sr. High School Administrator Counselor.
- Students must obtain a Bartlett Academy Application packet from the Counselor. Applications may be turned into a Sapulpa Jr./Sr. High School Administrator or Counselor, or dropped off at Bartlett Academy.
- Each student and parent/guardian will be expected to fill out an application for referral (to be considered for our program). Incomplete paperwork/applications will not be considered for review.
- The Bartlett Academy Advisory Team will meet to review applications in order to determine which candidates will be referred to our program. Priority level for referral will also be determined.
- After the Bartlett Academy Advisory Team meets and reviews the applications, students are either offered an interview to further the application process, referred elsewhere, or placed on a waiting list.
- The Interview Process: Parents and students will be required to interview with Bartlett Staff to determine if the student's needs can best be served at Bartlett Academy. Parents and/or guardians are a valued part of their child's education team and parent/guardian participation throughout their child's enrollment is required if the student is to be admitted to Bartlett Academy. After the interview process, the parent will be notified if the student will be admitted, declined or put on the waiting list. **If a student is admitted an Intake will be scheduled.**
- ~~Intake: The purpose of the Intake is to determine the student's educational goals to share information about our program, to fill out enrollment paperwork, and to determine the best educational option.~~
- Program entry is always voluntary. Some students may be required to sign supplemental contracts to address specific concerns (attendance issues, discipline issues, limited academic success, etc.).

- If at any time, the student becomes disengaged in learning (over a period of time), has excessive absences, becomes uncooperative, disruptive to the learning environment, a discipline problem, and/or the parent/guardian is unresponsive or uncooperative in their child's learning, the student may be released to their home school or placed on Total Virtual. If this happens, the student may, if deemed eligible by Bartlett Academy staff, to reapply to Bartlett Academy. At this time, the application process will start over.

WAITING LIST

- As openings occur in the program, the waiting list will be reviewed by the Principal at Bartlett Academy. Current grades, discipline, and attendance checks are often conducted at this time to determine which students currently need the program the most and which are more likely to benefit.
- The "Waiting List" is fluid and ever changing and depends on priority of need. In addition, special circumstances may impact the waiting list.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Bartlett Academy is as follows:

1. Withdrawal form shall be obtained in the Secretary's office.
2. Authorization for withdrawal: The parent or legal guardian must accompany the student.
3. Withdrawal forms must be signed by all teachers, the Secretary, and the Principal.
4. All books, chromebooks and chargers need to be turned in at the time of withdrawal.
5. All financial obligations must be cleared before final withdrawal.

RE-ENTERING THE PROGRAM

Students who leave or are dropped from Bartlett Academy due to excessive absences, behavioral issues, academic deficiencies, or other unproductive issues may be placed on the Waiting List and will have to wait one full Term or longer to return. These students may be scheduled an opportunity to appear before the school's teaching staff, counseling staff, and administration of Bartlett Academy to explain why they wish to re-enter the program and to update the staff on any changes in their situation which might affect their performance and commitment to the program. Students who are allowed to re-enter will be placed on a Last Chance Contract and will be monitored very closely or may be referred to another program such as Virtual School.

NON-DISCRIMINATION CLAUSE

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

ABOUT OUR PROGRAM

- One reason for Bartlett's small size is so each student can work individually.
- Bartlett instructors require the same amount of work as regular school, but the structure of the curriculum is different.
- A prescribed level of mastery in each subject is required, and students may be pre-tested and post-tested so that they are not taught material that they have already mastered.
- The teachers at Bartlett Academy recognize that each student has individual learning styles. Therefore, it is our goal to provide every opportunity to ensure that each of our students is pre-tested on knowledge he/she receives through appropriate and realistic methods/techniques for academic success.

*****We look forward to a great year*****

SECTION TWO: DAILY SCHEDULE AND MEALS

BELL SCHEDULE

MONDAY

	TIME	MINUTES
BREAKFAST	8:20-8:40	20
PASSING PERIOD	8:40-8:44	4
PERIOD # 1	8:44-9:34	50
PASSING PERIOD	9:34-9:38	4
PERIOD # 2	9:38-10:28	50
PASSING PERIOD	10:28-10:32	4
PERIOD # 3	10:32-11:22	50
LUNCH	11:22-11:32	10
ENCORE	11:32-12:02	30
PASSING PERIOD	12:02-12:06	4
PERIOD # 4	12:06-12:56	50
PASSING PERIOD	12:56-1:00	4
PERIOD # 5	1:00-1:50	50
PASSING PERIOD	1:50-1:54	4
PERIOD # 6	1:54-2:44	50

TUESDAY - FRIDAY

	TIME	MINUTES
BREAKFAST	8:00 – 8:20	20
ADVISORY	8:20 – 8:40	20
PASSING PERIOD	8:40 – 8:44	4
PERIOD # 1	8:44-9:34	50
PASSING PERIOD	9:34-9:38	4
PERIOD # 2	9:38-10:28	50
PASSING PERIOD	10:28-10:32	4
PERIOD # 3	10:32-11:22	50
LUNCH	11:22-11:32	10
ENCORE	11:32-12:02	30
PASSING PERIOD	12:02-12:06	4
PERIOD # 4	12:06-12:56	50
PASSING PERIOD	12:56-1:00	4
PERIOD # 5	1:00-1:50	50
PASSING PERIOD	1:50-1:54	4
PERIOD # 6	1:54-2:44	50

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. ~~Students may also go into the auditorium to play games or music, or just hang out.~~ 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.

BREAKFAST/LUNCH

	Breakfast	Lunch
Mondays	8:20 a.m. - 8:40 a.m.	11:22 pm - 12:02 pm
Tuesdays - Fridays	8:00 a.m. - 8:20 a.m.	11:22 pm - 12:02pm

MEAL PRICES

	Reduced	Full Price
Breakfast	\$.30	\$1.50
Lunch	\$.40	\$2.70

- **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.
- ~~Do not have anyone bring your breakfast to school.~~
- Students will be notified when their meal account gets low in funds.
- **Parents are ultimately responsible for ensuring that their child has the money and/or resources to eat while they are at school.**
- Eating breakfast and lunch is strongly encouraged. It's hard to learn when you're hungry.
- You need to make arrangements for lunch immediately in the morning, upon your arrival at school.
- 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.

See Appendix A, Child Nutrition Letter, for more details.

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.

SECTION THREE: ACADEMICS

TERMS

Bartlett Academy is an accelerated program. We offer four Nine-Week Terms per year. The same amount of instruction and work is required in the Term as would be required in a regular 18-week semester.

GRADUATION REQUIREMENTS

Upon enrollment in the Bartlett Academy Program a Graduation Ladder (credit check sheet) will be developed. This will identify current status regarding credits earned and credits still needed to graduate. Each student's progress will be consistently monitored to track progress. Students and/or their parent/legal guardians will receive periodic updates on their academic progress.

CORE CURRICULUM GRADUATION REQUIREMENTS

Units Required	Subject/Course Name
4	4 Credits of English
3	3 Credits of Science (Biology I + 2 other)
3	3 Credits of Math (Algebra I + 2 other)
3	3 Credits of Social Studies
2	2 Fine Art Credits
8	Electives
23	Total Credits

COLLEGE PREPARATORY/OKLAHOMA PROMISE REQUIREMENTS

Units Required	Subject/Course Name
4	4 Credits of English
3	3 Credits of Science (Biology I + 2 other)
3	Algebra I, Geometry, Algebra II
3	3 Credits of Social Studies
2	2 Years of Same Foreign Language or 2 Years Computer Technology
8	Electives
23	Total Credits

TESTING REQUIREMENTS

In addition to meeting course requirements for graduation students MUST take state mandated tests. These tests are required by the Oklahoma State Department of Education and must be completed before graduation. Additional information and details will be provided to students and parents as the testing window approaches, usually after Spring Break.

COURSES OFFERED AT BARTLETT ACADEMY

	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	Electives
Math	Pre-Algebra	Algebra I	Geometry	Math of Finance	Math of Finance	
English	English 8th	English I	English II	English III	English IV	Leadership
Science	Earth Science	Physical Science	Biology I	Environmental Science, Zoology, Human Anatomy, Human Physiology		
Social Studies	US History 8th	Oklahoma History Government	World History	US History	Current Issues	
Electives	The following electives may be taken during various grade levels.					
	Study Skills Life Skills ROTC Academic Achievement		Psychology Sociology Leadership		Computer Applications I & II* Art I & II* Personal Financial Literacy*	

***Art, Computer Applications, and Personal Financial Literacy are REQUIRED electives. You cannot graduate without them.**

CAREER TECH

- Students who have sufficient credits to be classified as a Junior or Senior may attend Career Tech.
- Acceptance at Career Tech is based on various criteria including attendance, grades, and discipline records.
- Students may attend the Sapulpa or Drumright campus, depending upon the program they select. Transportation is provided to both campuses.
- Detailed information will be provided to eligible students during the school year. Students may ask the counselor or principal for further details.

STUDENT PROGRESS/STATUS

Individualized instruction is available for all students as needed; however, students are expected to perform to the very best of their abilities. Failure to do so may result in the student being dropped from the program or him/her being referred to other education options (such as Virtual School).

Parents or legal guardians may contact Bartlett Academy staff at any time to check on a student's progress. You may call and leave a message for the teachers if they are in class. Preferably, you may email your child's teacher by using the email addresses located in the front of this handbook or going to the school website which is found on the District website. Teachers will notify parents if failure seems imminent.

Parents should keep careful track of student's absences and be aware that students will 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 option 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. What does this mean? It means that you can graduate early if you work hard and apply yourself.

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.*

SECTION FOUR: 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
- 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. 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:

- Bus transportation is provided when needed (~~Berryhill is exempt~~)
- 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. **Lesson to be learned: Don't Get Suspended!***

Students who are suspended are not allowed on any of the Sapulpa Public School campuses.

COLLEGE DAYS

Seniors will be allowed two (2) days to visit colleges or universities. You must have approval two (2) school days in advance. Forms will be available in the main office. Underclassmen are not permitted to participate in college visits.

INDIAN EDUCATION SERVICES

The Department of Indian Education of Sapulpa Public Schools exists to serve Indian students in this school district. Services are provided in these areas: Indian cultural classes, classroom presentations on Indian culture, a resource lending library, tutoring at the elementary and secondary levels, and a Secondary Resource Advisor.

For more information: Director of Indian Education Services: **Kayla Chupco**
Woodlawn Annex
1125 E. Lincoln Ave.
Sapulpa, Oklahoma 74066
(918)-224-9322

SPECIAL CONSIDERATIONS

- ***The faculty will always retain the right and will be flexible in order to adapt to student needs.***
- Students and parents/guardians need to understand that each child enrolled at Bartlett Academy comes to the program with his/her own individual problems and needs.
- It is our goal to work with parents/guardians, grandparents, social workers, or significant others involved in our students' lives in order to provide a comprehensive support system so that they can be successful academically, socially, emotionally, culturally, and psychologically.
- Parental involvement is an important key to success for our students.
- ***The Administration reserves the right to deal with each child on an individual basis. What is best for one child may or may not be in the best interest of another.***

SECTION FIVE: ATTENDANCE

ATTENDANCE

Someone said, "90% of success is simply showing up," and we believe it. Attendance is extremely important. If you come to school on a regular basis, we will do everything we can to help you succeed in school. If you make the choice not to attend, however, there isn't anything we can do. We give everyone a chance to attend Bartlett Academy regardless of any previous difficulties you may have had in school or elsewhere.

- You may not be absent more than five (5) times per Term (9 weeks).
- Students who have ten (10) consecutive **unexcused** absences may be dropped from the Bartlett Academy program. At this time, students may be dropped from the program and reassigned back to their home school. Students, if deemed eligible, may be allowed to reapply for Bartlett Academy.
- We feel that it is important to assist our students in learning important Life Skills. Great attendance in school encourages great attendance at work. Great attendance at work means you get to keep your job. Keeping your job means you get to buy and do things you enjoy. Attending now prepares you for attending throughout your life. **Practice makes Perfect!**
- However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours.

ABSENCES

NON-CHARGEABLE ABSENCES

Absences for hospitalization and doctor verified illness will not be charged against the minimum attendance requirement. Documentation is required for these absences. Parent/Guardian must notify the school of absence.

EXCUSED ABSENCES

If a student is absent with the approval of the parent/guardian for any reason except an approved school activity and/or a non-chargeable absence, the absence counts as one of the student's allowable days. In other words, it counts as an absence. Parent/Guardian must notify the school of absence.

An excused absence occurs when the school is notified by parent/guardian that the student must be absent from school and **proper documentation** is provided. These absences **count against the student** as one of the five (5) days that are allotted for each Term. Excused absences may include: Funeral, Doctor Appointment, Court, Dentist Appointment, Counseling Appointment, WIC Appointment, School Field Trips, School Athletic Activities, and Career Development Opportunities that have been pre-approved by the Principal.

UNEXCUSED ABSENCES:

An unexcused absence is a school day in which a student is not in attendance, proper documentation is not provided, contact from parent/guardian is not received, and/or reason for absence does not meet guidelines for non-chargeable or excused absence. Unexcused absences may be viewed as a truancy issue and may result in a truancy Citation and/or suspension. Lack of transportation is not a valid reason to miss school because bus transportation is always an option.

LEAVING SCHOOL (CAMPUS)

Students who need to leave the school campus during the school day must check out through the main office. Parents or legal guardians must verify and approve the student's need to leave. Leaving school without permission from parent/guardian and Bartlett Academy staff is classified as Truancy and may lead to a Truancy Ticket, detention, suspension, or dismissal from the program.

Monitor your behavior. If you are asked to leave the building by **Bartlett Academy Administration** because of inappropriate behavior, **OR** if you choose to leave without permission— regardless of the amount of time left in the school day — it can be counted as an unexcused absence and may result in other disciplinary action to be taken. Parents/guardians will be notified.

Off-Campus Lunch Policy

Sapulpa Public Schools identifies students in grades 8 and 9 as Junior High Students and grades 10-12 as High School Students. Bartlett Academy maintains an open campus lunch policy for high school students in grades 10-12. Students in grades 8-9 are not allowed off campus once they arrive, unless checked out by an adult parent or guardian per the district release policy. In order for high school students to be allowed off campus, the students need to have a signed permission form by their parent/guardian on file with Bartlett Academy. Forms are found in the office.

TARDIES

The staff at Bartlett Academy believes that it is an important life skill for our students to learn punctuality (being on time). Therefore, we plan to assist our students in learning the importance of getting to school on time and making it to each of their classes on time.

- It is vital that students arrive to class on time and be prepared to do work. Written documentation from an appropriate staff person must be provided in order to excuse a tardy to class.
- Our bell schedule allows for passing time, bathroom breaks, locker stops, and drink/snack retrieval. Therefore, choosing to be tardy may result in Encore and/or After School Detention.
- ***Students who choose to be more than ten (10) minutes late for class will be counted absent for that entire class period.***
- Any tardy for Family Meeting or any other assigned class period throughout the day may result in the student being assigned Encore and/or After School Detention.
- Tardies may be “forgiven” if there is a valid reason, such as: you are extremely ill (established by a phone call from parent), auto accident (confirmed by police report or phone call from the officer), dentist and doctor appointments (confirmed by a note from the dentist/doctor), counseling sessions (note from counselor is required), court (a note from the court clerk or judge is necessary for it to be excused).
- Excessive tardies may result in a student being dropped from the Bartlett program. In this case, students may be placed in Bartlett Academy’s Virtual School Program or referred back to their home school, and/or required to go before a review committee made up of Bartlett staff to determine next steps which may include being dropped with or without a chance to reapply for the program.

TRUANCY

A student is truant when he/she is absent without prior permission from the school and the parent/guardian. Examples of Truancy include but are not limited to: oversleeping, missing school without permission, obtaining a pass to go to a certain place and not reporting there or wandering elsewhere without permission, not attending assigned class as scheduled, leaving class without permission, leaving school without permission, etc.

School Resource Officers or City of Sapulpa Police Officers will be notified and citations may be issued for truancy. In addition, there are mandatory court appearances for the child and his/her legal guardian.

ATTENDANCE CONFERENCE

Students choosing not to attend school on a regular basis make it apparent that attending Bartlett Academy is not a top priority to them. Therefore, if a student reaches the maximum allowed days for absences, a conference between the student, parent/guardian, and the Principal (or other designated staff person) may be scheduled. During the conference the student may be placed on an Attendance Contract. Should the student fail to meet the requirements of the attendance contract, a conference will be scheduled to explore alternative options, such as: (1) Virtual School, (2) return to sending school (if available), (3) GED program, or (5) seek full-time employment.

Students who have Individualized Education Plans (IEP) or 504 Plans who have excessive absences may be referred to the IEP or 504 Team (Collaboration Team). The Collaboration Team can make the determination whether excessive absences are related to the student's disability or handicapping condition and make accommodations accordingly.

MAKE UP WORK

Students are expected to make arrangements with their teachers to complete missed assignments. It is your responsibility to take care of your business, such as homework, missed assignments, projects, lab exercises, etc.

*****The Administration reserves the right to deal with each person on an individual basis.*****

SPECIAL CONSIDERATIONS FOR ABSENCES

If a student exceeds the allotted five (5) days absences per Term, the student may petition for special consideration (exemption) of the absence(s). This is put into place to provide a safety net for unusual or unforeseen circumstances which encompass major life events beyond the immediate control of our student(s). Students should pick up the petition form from the Secretary.

The petition must be in writing and filed with the Principal no later than the last day of the current Term. Each petition will stand on its own merit. Therefore, the petition for exemption will be accepted or rejected by the Attendance Appeal Committee after careful consideration of all circumstances surrounding the absence. The decision made by the Attendance Appeal Committee regarding each petition is final. Absences for school-sponsored activities will not be counted against the minimum attendance requirement.

MAKE-UP TIME

The staff at Bartlett Academy understands that things happen in our lives that prevent us from being on time and attending school every day of the school year. However, just because a student becomes ill, chooses to be absent from school, or is tardy to class does not excuse that student from his/her responsibility to make up lost time.

In some cases, students may be allowed to make up class time following serious injury, major illness, accidents, or other unavoidable situations. Makeup time for Unexcused absences may not be allowed.

Failure to make up time shortly after the absences may result in the loss of the student's position at Bartlett Academy.

- Students are expected to make arrangements to make up time **on the same day**, or as soon as possible after the absence or tardy.
- Students will be supervised by staff during make-up time.
- Students must be working on school work in order for the time to count.

Options available for students to make up time: Before Family Meeting, during Encore, or after school.

ATTENDANCE INCENTIVES

Students with good attendance will also be rewarded. Rewards will be determined by the Principal, sometimes with suggestions from the students, and be based upon the amount of activity funds available.

REPORTING OF NON-ATTENDING STUDENTS

We work with the Sapulpa Police Department and the Creek County Sheriff's Department to assist our students in choosing to make school a priority in their lives. It is our policy to report any student who fails to maintain attendance in Bartlett Academy's program. A report will be filed with the District Attorney's office and the Department of Public Safety.

Failure to maintain regular attendance in school may result in the student losing his/her's driver's license. Failure to maintain regular attendance in school may result in the District Attorney's office investigating the circumstances surrounding the lack of attendance by the student. Consequences may include involvement by the court system and may affect the student's parents.



SECTION SIX: 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:

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.

We want our students to learn that with every choice come rewards, responsibility and/or consequences.

(E + R = O which means Event + Response = Outcome)

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 IN THE APPENDIXES SECTION AT THE BACK OF THIS BOOK.*** The policy details all the rules and regulations regarding use of the Internet.

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 excessive absences, or have failed to make up missed assignments may be placed on a Last Chance Agreement. 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 probation contract may lead to suspension or being dropped from the Bartlett Academy program.

HALL PASSES

- Students must have permission to be in the halls during class time.
- The Pass must be visible at all times as evidence of permission.
- **ONLY ONE** student will be allowed out of any one teacher's classroom at any given time. Students who are out of their assigned class without a pass are subject to disciplinary action.
- Students who leave the campus must check out through the main office.
- Students having appointments off campus during class time should have a parent notify the office by phone.
- If a student leaves the campus without checking out through the main office, his/her absence will be recorded as an absence. Parents/guardians will be notified.

CLASSROOM POLICIES

Every instructor has their own classroom rules and expectations.

- Find out what each instructor will or won't allow. Please follow each teacher's rules.
- The use of headphones is at the discretion of each individual teacher.

Teacher 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 a Teacher Referral Form. This is a short form which the teacher can use to identify poor behavior such as not working in class, leaving class without permission, cussing, etc. The teacher will ask the student to sign the form to recognize that they have been told by the teacher about the behavior. ***The Principal and/or the Counselor will determine appropriate consequences (such as in-house detention, working Encore, time-out away from other students, detention after school, suspension, or other creative consequences deemed appropriate by the Principal/Counselor).***

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 our student (s). This may include: temporarily relocating a student to a designated area for a period of time, allowing the student to take a time-out, relocating student to a different class, rearranging the student's schedule, or any other option deemed appropriate and in the best interest of the student by the Principal and/or Counselor.

KEEP IN MIND: We are all here to take care of each other.

HOMEWORK —~~Yes, you will have 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 manner prior to Family Meeting the following morning. If you have not completed enough work, **to the satisfaction of the teacher**, the teacher may assign detention after school (or in the morning for those who attend Tech).

Bartlett Academy Administration reserves the right to make arrangements for special circumstances and/or unforeseen emergency situations. However, these situations will be rare and based on individual student needs.

LOST OR DAMAGED ITEMS

- Books or electronic devices such as Chromebooks, tablets, Ipads, computers, etc, that have been lost or damaged must be paid for in full.
- Students should pay the Secretary in the main office. NOTE: keep the receipt in case the book or electronic device is found.
- Students should check the condition of their books or electronic devices when they are distributed and notify the teacher immediately if there is evidence of damage so they can make note of any damages.
- The teacher or staff member will document the day the book or electronic device is given to the student.
- When the student completes the course he/she will need to check the book or electronic device back in, to the teacher and the teacher will document its return.
- Students are responsible for putting their names in each textbook assigned to them.

NOTICE: Grades and transcripts can be withheld for failure to return textbooks, chromebooks, and other fees owed to the school.

DETENTION

Detention is a correctional measure used when it is deemed appropriate. In order to discourage negative choices, and to encourage positive decision making, we have implemented After School Detention.

After School Detention may be assigned should a student choose to:

- Fail to turn in completed assignments
- Fail to return assigned homework within given time frame (determined by teacher)
- Tardies
- ***Any other behavior which violates Bartlett Academy's Policies***

There are basically two categories of Detention: Academic related offenses, and Behavioral offenses. Students who are assigned Detention are expected to serve Detention that day.

Academic Detention: Students who are assigned detention for academic reasons (not working in class, failure to complete homework assignments, behind schedule/amount of work, etc.) are to report to the teacher who assigned it.

Behavioral Detention: Students who are assigned detention for behavioral issues (sleeping in class, classroom disruption, improper or unruly behavior, failure to obey a request from a staff member, tardies, check minuses, etc.) will report to the office.

You must bring legitimate work and you must work the entire duration or it doesn't count and you may be assigned additional detention or be suspended.

Failure to report on time will be counted as a skipped detention. Any student who chooses not to attend their assigned Detention (Skipping Detention) will be subject to 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 child whenever they are assigned detention.

Any absences accrued due to failure to serve Detention will be counted as unexcused absences and may result in suspension and/or a Truancy Citation.

Students who are enrolled in Career Tech's afternoon program will be assigned morning detention. Students will be expected to be in attendance and prepared at 7:30 a.m. Failure to serve morning Detention may result in disciplinary action. Absences accrued due to failure to serve Detention will be counted as unexcused absences and may result in suspension and/or a Truancy Citation.

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, or tobacco paraphernalia, disciplinary action will be taken. Smoking on school property may result in suspension (even for our eighteen year-old and older students).

**** * * The school assumes no responsibility for items missing or stolen. * * ****

LOCKERS

- Each student will be assigned a designated locker for which he/she will be responsible for maintaining.
- ***Lockers may be searched at any time.***
- Book bags will be stored in the student's assigned locker.
- We strongly recommend that you LOCK YOUR LOCKER.
- We strongly recommend that you DO NOT SHARE YOUR COMBINATION WITH OTHERS.

STUDENT SEARCH

Students should not have any expectations of privacy while at school, in transit to or from school, or while attending any school activity.

- A student, his/her car, locker, book bags, backpacks, purses, etc. will be subject to a search when there is reasonable suspicion to believe that the student may have in his/her possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, stolen property, any items that are prohibited by school policy (tobacco products, etc.) or any other contraband.
- Any student who chooses to violate this policy may be subject to disciplinary action and/or legal consequences.
- Bartlett Academy reserves the right to have a trained police canine officer visit and/or survey school property periodically throughout the school year. Therefore, we recommend that you do not bring things to school which violate school policy and/or the law.
- Persons who are found to be in possession of items which violate school policy and/or the law will suffer disciplinary action from the school and/or law enforcement.

CELL PHONES AND WIRELESS TELECOMMUNICATIONS DEVICES

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

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

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse or 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.

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/~~pager~~ 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 child'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, picture, 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 their home school and attending Bartlett Academy are prohibited from attending school functions until the disciplinary suspension has been served.

Bartlett Academy students are not allowed to be on their home school campus during the school day unless by special permission from their home school administrator and is agreed upon by Bartlett Academy administration.

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.

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 for girls shall be limited to the ear. Boys are not allowed to wear earrings**. Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.
- 7. **Performing Group Uniform Guidelines** Uniforms used by parent or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the Superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire.

- **8. Hair** Students will wear their hair clean and well-groomed. Unnatural colors and/or unnatural multicolored hair will not be permitted. Extreme hair styles that disrupt the educational process or endangers the health and safety of students will not be permitted. Students may be required to alter their hair styles to meet the requirements for participation in activities.
- **9. Religious and Health Accommodation** Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practice or belief shall not be prohibited under this policy.
- **10. Clothing Assistance** It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.
- **11. School Policies** Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirements. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parent/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.
- **12. Penalties/Sanctions** Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct.
- **13. Unusual Circumstances** If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriate attire.

The Principal may determine any student's appearance as inappropriate for school, and take action to resolve the situation. This includes requiring the student to correct their clothing, remove inappropriate accessories, turn T-shirts inside out, etc. This includes requiring the student to change clothes entirely, either by going home or having someone bring them appropriate clothes to school.

REMINDER! REMINDER! REMINDER!

Students attending Bartlett Academy will follow Sapulpa Public School's Dress Code Policy for any and all activities and/or visitation at any other Sapulpa Campus (Sapulpa High School, Sapulpa Junior High, Sapulpa Middle School, and all Elementary School sites in the district).

MEDICATIONS PLEASE SEE Appendix H.

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. The student parking lot is located on the South side of the building. Students are not allowed to park in the front parking area. This area is reserved for staff and visitors.

- 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 “tolerable”** level whenever in the vicinity of the school. This is done out of respect for the school’s neighbors ~~happy as well as the staff.~~
- Park appropriately.
- You **MUST** register your vehicle with the school (Registration forms can be acquired from the Secretary).

SCHOOL BUS RULES AND REGULATIONS

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. BOE Policy 542.

SCHOOL TRANSPORTATION

We periodically schedule field trips for our students. We have access to a school van which will seat seven (7) students and one (1) staff person. However, there are times when it may be necessary for our students to ride with staff or other responsible licensed drivers, or ride on a school bus, to attend off-campus activities. Therefore, we must have a permission form on file for your child to participate in these activities.

VISITORS/GUESTS

- In order to provide our students with a safe and healthy environment in which they can learn, we ask that all visitors and/or guests to our school check in with the Secretary in the front office.
- Parents are welcome and encouraged to visit our school with teacher and principal permission.
- Our goal is to limit the number of distractions for students and teachers so that learning can take place.
- Friends are not allowed to be on Bartlett’s campus at any time without permission from Bartlett Academy Staff.
- Friends will not be allowed to hang around close by for fear that they may become a distraction from your educational experience.

SEVERE WEATHER

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

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at various intervals throughout the school year. Warnings will be announced over the intercom system or in person by Bartlett Staff.

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

- Check for emergency instructions in each classroom (they are posted on the wall near the exit) indicating what to do in case of a fire or tornado.
- In the event of a drill or actual emergency move quickly and quietly (do not run) to the designated safety area.

PUBLIC DISPLAY OF AFFECTION

- Bartlett's program encourages our students to have respect for themselves and others.
- Public displays of affection, such as sitting on student's laps, "hanging all over each other," or inappropriate physical contact distract from the educational process.
- We want our students to care for one another in a respectful manner.
- Therefore, school staff insists that all couples conduct themselves in a respectable manner at all times at school or at school activities.

PROFANITY

We recognize that some people may have habits which are not necessarily appropriate for school. Profanity is a habit which we, the staff at Bartlett Academy, feel committed to assist our students in learning how to curb or extinguish their poor choice of vocabulary and encourage more appropriate means of communication.

- We feel that learning how to communicate effectively is a life and work skill necessary for success. Profanity is not an effective means of communication.
- School prepares you to enter the workforce. Your future employer will expect you to communicate without using profanity.
- Our goal is to help you enlarge your vocabulary so that profanity is not your chosen form of communication. Use of profanity at school will result in a check minus. Three check minuses in any class period may result in suspension for at least one (1) day.

TOBACCO

We have a deep concern for health and safety of staff and students. Recent reports published by the Surgeon General and the American Medical Association show that smoking is harmful to smokers and nonsmokers. Tobacco users can develop heart problems, some forms of cancer and emphysema. Exposure to toxic air induced by smokers can cause similar health problems for non-smokers.

Therefore, 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 and any other form of tobacco. Individual site managers/supervisors throughout the District are responsible for the enforcement of this policy.

BARTLETT'S VIEWS REGARDING STUDENTS SMOKING

- Violation of this policy by any student or students will result in suspension.
- In addition, Bartlett staff will contact the Sapulpa Police Department and file a report.
- Students will receive a citation for minor in possession of tobacco products and will have to go to court with his/her parent or guardian to settle this matter.
- This policy is in compliance of State Law H.B. 1104 Sect. 2

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 Virtual School 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 - See APPENDIX C

HARASSMENT POLICY - SEE APPENDIX D

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 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 and/or Encore – Detention or Encore is a correctional measure used when it is deemed appropriate by any Bartlett Academy Staff Member. Students are to report to the appropriate Teacher, Counselor, Principal or other designated employee, at the specified time, with class work to be done.

Alternative In-School Placement - Alternative In-School Placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Alternative Out-of-School Placement – Alternative Out-of-School Placement is an optional correctional measure that may be used by the school when deemed appropriate. Assignments will be provided for students to work on at home. A reasonable amount of time to complete assigned work will be determined. Arrangements for student to take tests with his/her teacher may be arranged. Work may be picked up and returned by the student's parent/guardian, unless the Principal and/or Counselor at Bartlett Academy make other appropriate arrangements.

GANG ACTIVITY

- Any behavior, colors, hand signs, tagging, sagging or other evidence of gang affiliation, solicitation, or initiation for gang membership is prohibited.
- Clothing, jewelry, style of dress, representing any gang affiliation is prohibited at school, on buses, or at any school function.
- Any behavior or activity which threatens the safety or well being of our students or faculty, or which disrupts the school environment is harmful to the education process.
- Any student who violates this policy will be subject to disciplinary action and may be suspended for the maximum period by law.

FIGHTING

We believe that everyone has the right to go to school, work, and live in a place that is safe and secure.

- One of the goals of Bartlett Academy's program is to learn to accept differences in others and to learn to resolve conflicts in an assertive, confrontational, but peaceful manner.
- Any fighting between Bartlett students is, therefore, a definite "no-no" (regardless of the fight's location).
- Any fight between Bartlett students will result in suspension of all students involved from Bartlett's program, and may require reassignment to virtual school, and reassignment back to the student's home school after the suspension.
- Students fighting or rumored to have fought on or off campus that affects the safety and/or well being of students on campus and/or disrupts the learning environment of the school will be subject to the same disciplinary actions as if they fought on campus.

WEAPONS

- Make sure that you never bring anything to school that could be used as a weapon.
- Any student, who is found with a weapon on campus, whether there is an actual physical or verbal threat, will be immediately suspended from Bartlett's program.
- State law requires that law enforcement officials be notified of any dangerous weapons on school property, and those who possess them may be charged with a Felony Offense.

STUDENT BEHAVIOR AND SUSPENSION REASONS

Students suspended from ~~their sending school and attending~~ 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.

Appendixes

APPENDIX A	CHILD NUTRITION LETTER
APPENDIX B	INTERNET ACCEPTABLE USE POLICY
APPENDIX C	STUDENT BULLYING POLICY
APPENDIX D	HARASSMENT POLICY
APPENDIX E	WEAPONS POLICY
APPENDIX F	STUDENT SUSPENSION POLICY
APPENDIX G	INFORMATION ON STUDENT RECORDS

APPENDIX A: CHILD NUTRITION LETTER TO PARENTS

Dear Parents:

For your convenience, Sapulpa Public Schools now provides an easy and secure online payment service for your child's school meals. The web site, www.mySchoolBucks.com, provides parents with the ability to view their child's account balances, set up email notifications of low meal account balances, and gives parents the ability to print out a copy of their child's eating history.

To access these services you will need your child's legal name, 8 digit **student ID number** and school ZIP code (all sites 74066). The instructions listed on the back of this page will guide you through the online account setup process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- A convenience fee of \$1.95 per deposit transaction is charged by the processing company. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Sapulpa Public Schools **will not profit** from the use of this site.
- The only time a convenience fee is charged is when you use your credit card to make a payment. The other services are free of charge.

We are very excited to offer these new services, however, if you choose not use the prepayment service you may continue to make payments by check, cash or money order. Board Policy states that meal charges for students at all secondary schools, are not allowed, so please make sure your child has money on his/her account for meals.

If you have any questions please feel free to contact my office at 918-224-7089 x 3, or the cafeteria manager at your child's site.

Best Regards,

Nancy Sitler

Nancy Sitler, MS, SNS
Child Nutrition Director

Registering for MySchoolBucks.com

- If you have students at the Middle, Junior or Senior High Schools, you may call the cafeteria manager for your child's student ID number. (918-224-8441 x 2338 –MS, 918-227-0448 Jr/Sr High)
- Go to the district website at www.sapulpaps.org, click on Child Nutrition in the Departments section and then click on the link to MySchoolBucks.com OR go to www.MySchoolBucks.com.
- Click **Sign-Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log-in you will be taken to the homepage.
- Click **My Kids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set-up process.

How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
 - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal website to enter your payment information.
 - o You have the option to use your existing PayPal account or a major credit card to make your payment.
 - o If you are using your PayPal account, enter your email address and PayPal password to continue.
 - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.

Set up Low Balance Email Notifications

- Click Profile from the blue navigation bar at the top of the page
- Click Low Balance Email Reminder – Balance Alerts in the lower right side of the screen
- Change the Alert Status to On
- Set the Amount – When your child's balance falls below the amount you enter, you will receive an email notification at the email address you have provided.

APPENDIX B: INTERNET ACCEPTABLE USE POLICY

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

A. Purpose Statement. Independent School District No. 33 of Creek County, Oklahoma (the "District") provides students and employees access to the District's computer network system, including Internet access, to expand informational and communication resources in furtherance of the District's goal of promoting educational excellence. With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions to restrict access to inappropriate material. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. This District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals. This policy outlines the users' rights and responsibilities that are assumed with use of the District resources.

B. Internet Access Terms and Conditions.

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

3. **Privilege of Use** - Use of the District system is a privilege afforded to students, staff and employees of the District. Inappropriate use may result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by District's Instructional Technology Director or Administrative representative to be inappropriate under particular facts and circumstances.

4. **Inappropriate Use** - Each system user is expected to comply with District policies governing Internet access and to abide by generally accepted rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students or staff who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:
- a. **Appropriate language** - Do not use obscene, profane, vulgar, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
 - b. **Safety** - Do not reveal personal contact information about yourself or another person. Do not use District Internet access to arrange meetings with persons met online. Users will promptly disclose to the teacher, Instructional Technology Director or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The district provides resources for students, staff, and faculty to raise awareness of Cyber Safety issues.
 - c. **Electronic mail** - Electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to District E-Mail. Messages relating to or in support of illegal activities may be subject to criminal penalties.
 - d. **Network resources** - System users should not use the network in a way that will disrupt the use of the network. The network is to be used for educational, professional and career development. Storage of personal files on district resources is discouraged.
 - e. **Intellectual property** - Users assume responsibility to verify the licensing of software prior to installation. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material. Users will not download copyrighted files.
5. **Limitation of Liability** - The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy of information obtained through the use of the District system or the Internet. The District is not responsible for any financial obligations, which may be incurred through use of the District system.
6. **Security** - Users are responsible for network and E-mail account security and should take precautions to prevent others from accessing their account. Users should not provide their personal password to other users, unless that person is a representative of the I. T. Department. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.
7. **Vandalism** - Vandalism of District hardware, software or the system itself will result in cancellation of privileges and possible other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to the uploading or creation of computer viruses or any actions that disrupt, or crash all or any portion of the District's computer system. System users will adhere to District policies governing the downloading of software to help minimize the spread of computer viruses.
8. **Application and Enforceability** - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.

APPENDIX C: BULLYING POLICY

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts. All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected

by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma 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 education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different

categories:

“Physical Bullying” may include harm or threatened harm to another’s body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional bullying” may include the intentional infliction of harm to another’s Self esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

“Social bullying” may include harm to another’s group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

“Sexual bullying” may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or School personnel and concerns bullying at school.

D. The term "at school" means on school grounds, in school vehicles, at school sponsored activities or at school-sanctioned events.

E. In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. "Good faith" is a state of mind consisting in honesty in belief or purpose or faithfulness to one's duty or obligation.

G. The term "discriminatory harassment, intimidation and bullying" is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

APPENDIX D: HARASSMENT POLICY

SEXUAL HARASSMENT

State and Federal Law specifically prohibits sexual harassment of employees and students in connection with their employment or enrollment in the Sapulpa School District and Bartlett Academy. **Sexual harassment will not be tolerated.** Sexual harassment is defined as unwanted and unwelcome sexually oriented behaviors including, but not limited to words, gestures, actions, etc., that embarrass, hurt, humiliate, challenge, or otherwise interfere with others' lives.

It is intended that our school be a safe and pleasant place for every student. Therefore, all students have the responsibility for behaviors that are positive and conducive to learning.

- **NO** harassment of any nature will be tolerated at Sapulpa High School and/or Bartlett Academy.
- Students who believe they have been harassed by others are to notify a Counselor, Teacher, or Administrator immediately.
- Staff members will have packets for filing a complaint. An investigation of this information will be initiated promptly, and a determination of the appropriate step(s) will be made.
- Any employee or student who is subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the Superintendent, Deputy Superintendent, Principal, Assistant Principal, or any Board Member of the School District.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any above-designated persons. All such reports should state the name of the student, employee, or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation in the matter.

Students who are determined to be responsible for the harassment of others will be subject to the Sapulpa School District's and/or Bartlett Academy's Discipline Plan procedures and may be suspended from school. Law Enforcement Officials may be contacted and legal action taken.

It is the intention of this staff to keep this kind of information confidential, if at all possible. Students are encouraged to share this information with their parents.

Any retaliation against students who are involved in an investigation of this nature is prohibited, and retaliations will be subject to the discipline plan, which may include suspension from school.

OTHER FORMS OF HARASSMENT

Harassment constitutes unethical and unacceptable employee or student conduct and will not be tolerated at any level. All employees/students are strictly prohibited from engaging in any form of harassment of any other employee/student or applicant for employment. Any employee/student engaging in harassment is subject to disciplinary action, including but not limited to, student suspension, employee suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

The Board specifically prohibits statements or actions which tend to harass or disparage an individual on the basis of race, religion, national origin, handicapping condition or sexual orientation. Such behavior will not be tolerated. This policy will apply to all applicants, employees and students at all levels.

Harassment based upon race, religion, national origin, handicapping condition or sexual orientation shall mean epithets, slurs, negative name calling, imitating mannerisms, gestures, physical conduct, graffiti, even in jest, which are targeted

toward an individual because of his or her race, religion, national origin, handicapping condition or sexual orientation. Staff members and students are advised that individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions directed.

Any applicant for employment, employee or student, who believes that he/she has been subjected to harassment as defined under this specific policy is to utilize the procedures and process contained in the District's Grievance Policy.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES)

Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. Student Grievant: A student of the Sapulpa Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. Employee Grievant: An employee of the Sapulpa Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. Title IX and 504 Coordinator: The person(s) designated to coordinate the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other State and Federal Laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. Day: Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-filing Procedures: Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX Coordinator, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available from the office of the District's Title IX Coordinator.
2. Title IX/504 Coordinator: Notifies respondent within 10 days and asks respondent to:
 - a. Confirm or deny facts.
 - b. Indicate acceptance or rejection of student or employee's requested action.
 - c. Outline alternatives.
3. Respondent: Submits answer within 10 days to Title IX/504 Coordinator.
4. Title IX/504 Coordinator: Within 10 days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent and the principal or other designee.
5. Principal, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
6. Principal: Issues within 10 days after the hearing a written decision to the student or employee, respondent and Title IX/504 Coordinator.
7. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Superintendent.
8. Title IX/504 Coordinator: Schedules within 10 days of request a hearing with the grievant, respondent and Superintendent.
9. Superintendent, Grievant: Respondent and Title IX/504 Coordinator: Hearing is conducted.
10. Superintendent: Issues a decision within 10 days following the hearing.
11. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Board of Education.
12. Title IX/504 Coordinator: Notifies Board of Education within 10 days after receiving request. Title IX/504

Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

d. Board of Education or hearing panel established by the Board, Grievant and Title IX/504 Coordinator: Hearing is conducted.

e. Board of Education: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

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 date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, qualified handicap, or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years and complaint resolution.

BARTLETT ACADEMY

HARASSMENT REPORT FORM

Date	
Person Filing Complaint	
Grade Level	
Complaint Against	
Grade Level	
Location of Incident	
Dates & Times of Incident	
Witness(es) To Incident	

Describe Incident (Be Specific):

Student's Signature	Date

APPENDIX E: WEAPONS POLICY

WEAPONS POLICY

- A. Federal Law prohibits the possession of a weapon at school. By law, any student who is determined to have brought a weapon to school shall be expelled from the school for a period of not less than one year. Weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Sapulpa School District and/or Bartlett Academy. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.
- B. For the foregoing reasons, possession of a dangerous weapon, as defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a bus stop, at a school-sponsored activity, or on a school bus, is prohibited.
- C. A dangerous weapon includes, but is not limited to: a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly, any knife having a blade of greater than three inches, or any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with a blade shorter than three inches that can be locked in place, razor, dart, ice pick, Chinese star, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof.
- D. Any student in possession of a dangerous weapon, or replica or facsimile of a weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities.

Additionally, School Administrative Staff members may seek to file criminal charges against the student.

- E. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter. If a weapon is found, the teacher or other school employee shall confiscate the weapon if this can be accomplished without placing any students or staff in jeopardy. The teacher or other school employee shall immediately notify the administrator or the administrator's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the Principal or the Principal's designee of the situation.

The administrator or designee shall follow the following procedure:

1. Take possession from the teacher or employee of the dangerous weapon, or replica or facsimile of a dangerous weapon.
 2. If a student is in possession of a dangerous weapon, contact the police immediately.
 3. Notify the Superintendent of Schools or designee.
 4. Notify the parents.
 5. Cooperate fully with the police.
 6. Transfer confiscated weapon to the police department.
- F. Students in violation of this policy may be suspended for the maximum period authorized by law.
 - G. **Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, may not be eligible for placement in the Bartlett Academy, Suspension Center Program, or transferred to another Sapulpa Public School site in lieu of suspension.**
 - H. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon shall not be accepted as a transfer student into the Sapulpa Public Schools and/or Bartlett Academy.
 - I. School District employees who willingly or negligently fail to enforce this policy shall be subject to disciplinary action, which may result in termination. Disciplinary action shall be independent of criminal proceedings that may result from the employee action. Disciplinary action for employees will be in accordance with Board policy and any negotiated agreement, which may be in effect for the employee.
 - J. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the administrator, in consultation with the Superintendent of Schools, is required.

APPENDIX F: STUDENT SUSPENSION

STUDENT SUSPENSION

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for School Administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

- ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT - OF - SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the School Principal, Administrator, or the school staff member to whom the Principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT, WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the Administration of the School or the District for:

1. Violation of a school regulation;
2. Immorality;
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts 1-5 above. However, no education plan shall be necessary for acts which fall within part "5" above.

- Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligation:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

- STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, & 571), the Principal shall conduct an informal conference with the student.
2. At the conference with the student the Principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended the length of the out-of-school suspension.
5. The Principal shall immediately notify the parent by phone and in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the Principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The Principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the Principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the Principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The Principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the Principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference, the Principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-School Suspension Committee as provided by this policy. If the parent is in agreement with the Principal's decision, he/she will be requested to sign a Waiver of Review.

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 and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one

calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the Principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student.

The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports:

The Principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the Principal shall maintain records related to the Education Plan and the student and /or parent's compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal- A parent or the student may appeal the out-of-school suspension decision of the Principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the parent or student receives the Principal's decision, the Principal's out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or the parent or student receives his/her designee, the decision of the Superintendent or his/her designee will be final and non-appealable.

A direct appeal to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the Principal's decision.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing; at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
 - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that each witness, the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration
 - d. That the Board will consider the evidence and documents and reach a decision, which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact, the Board must make a motion to: (1) affirm the out-of-school suspension, (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension), or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the Principal deems proper, except that at the discretion of the Principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the Principal:

- A. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property, or
- B. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the Principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school Principal, which must be received within five (5) days after the Principal's out-of-school suspension decision is received by student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not submitted in a timely fashion.
2. Upon receipt of the request, the school Principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school Principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.
3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Principal shall prepare the plan with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art Units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

- A copy of the plan shall be provided to the student and parent or guardian.
- The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student.
- The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.
- The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The Principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will 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/guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and copy will be mailed to the parent or guardian of the student, the Principal and Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the Principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school.

In addition, when a Principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in sole judgment of the Principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to: all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and other school sponsored activities and organizations.

OUT-OF-SCHOOL SUSPENSION OR DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES 541.1

A. Introduction: This policy applies to the out-of-school suspension or other disciplinary removal of a child with a disability from the classroom. "Disciplinary removal" refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the School District, for a prescribed course of education.

B. Definitions: For purposes of this policy, the following definitions apply:

1. "Controlled substance" means a drug or other substance identified under schedules 1,II,III,IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. & 812(c).
2. "Illegal drug" means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
3. "Substantial evidence" means beyond a preponderance of the evidence.
4. "Weapon" means a dangerous weapon as defined by 18 U.S.C. & 930 (2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

C. Short-Term Out-of-School Suspension or Disciplinary Removal: The School District may suspend out of school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The School District will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The School District will notify the child's parent of

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

D. Long-Term Disciplinary Removal: The School District may implement the disciplinary removal of a child with a disability to an interim alternative educational setting for a period of 45 calendar days or less if the child:

1. Carries a weapon to school or to a school function under the School District's jurisdiction;
- 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 her IEP or AP goals; and
2. include services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur.

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

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

The team will:

1. conduct a functional behavior assessment of the child and implement a behavioral intervention plan to address the child's behavior if appropriate; or
2. if the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior; and
3. make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

F. Making a Manifestation Determination; if the IEP or AP team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, and then the School District cannot suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the IEP or AP team determines that the behavior is subject to disciplinary action is not a manifestation of the child's disability, then the School District may suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior.

The IEP or AP team may determine that the child's behavior was not a manifestation of his or her disability only if the team:

1. first considers, as to the behavior subject to disciplinary action, all relevant information, including:
 - a. evaluation and diagnostic results, including results or other relevant information supplied by the child's parent;
 - b. observations of the child; and
 - c. the child's IEP or AP and placement
2. and then determines that:
 - a. as to the behavior subject to disciplinary action, the child's IEP or AP and placement were appropriate;
 - b. the special education services, supplementary aids, and services, and behavior intervention strategies were provided in compliance with the child's IEP or AP;
 - c. the child's disability did not impair his or her ability to understand the impact and consequences of the behavior subject to disciplinary action; and
 - d. the child's disability did not impair his or her ability to control the behavior subject to disciplinary action.

If the IEP or AP team determines that the child cannot be suspended out of school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons.

School District personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

- G. Continuing Educational Services: The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability under the IDEA, whether or not the child's behavior is a manifestation of his or her disability. The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his or her disability. The child's IEP or AP team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the School District's policy and procedures for the out-of-school suspension of children without disabilities.
- H. Stay Put: If a child's parent disagrees with the IEP or AP team's determination that the child's behavior was not a manifestation of his or her disability or with any decision regarding placement, the parent may request a due process hearing. The School District will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the School District has demonstrated that the child's behavior was not a manifestation of his or her disability in compliance with the standards set out in section F of this policy.

When a parent requests a due process hearing regarding:

- 1. the School District's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense;
- 2. an interim alternative education setting imposed by a hearing officer; or
- 3. the team's manifestation determination,

the child will remain in the interim alternative educational setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the School District agree otherwise. If a child is placed by the School District in an interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement (the child's placement prior to the interim alternative educational setting). However, an exception will be made if School District personnel maintain that it is dangerous for the child to be in the current placement during the pendency of the due process proceedings, the School District may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative educational setting or in another appropriate placement, the hearing officer will use the standard identified in section I of this policy.

- I. Emergency Disciplinary Removal: The School District may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such an order, the hearing officer must determine that the School District has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others and will also:
 - 1. consider the appropriateness of the child's current placement;
 - 2. consider whether the School District has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and
 - 3. determine that the interim alternative educational setting meets the standards identified in section D of this policy.
- J. Suspension from Transportation: The School District may suspend a child with a disability from transportation as a disciplinary measure. During the period of the suspension from transportation, the School District will reimburse the child's parent or his or her designee for the reasonable cost of transporting the child to and from school.

Notification of Rights Under FERPA

Student and parent rights regarding student records

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests, a school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Education Rights and Privacy Act Office; U.S. Department of Education; 600 Independence Avenue, SW; Washington, D.C. 20202-4605; Telephone: (202) 732-2058.

APPENDIX G: STUDENT RECORDS

INFORMATION ON STUDENT RECORDS

On August 13, 1990, the School Board of the Sapulpa Public Schools, adopted a student record policies and procedures for the school district. This policy is designed to meet the provisions of the Family Educational rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, the Junior High counselor's office, and the High School counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Sapulpa School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading or in violation of the students' rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student record policies and procedures policy.

It is the intent of the Sapulpa School District to limit the disclosure of the information contained in a student's educational record except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The Sapulpa School District Proposes to designate the following personally identifiable information contained in a student's educational record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or the school district the student attended before he or she enrolled in the school district. If a parent or eligible student wishes to refuse the release of this directory information, he/she has 15 days to submit in writing this refusal. This request should be submitted to the building principal. In case a parent of a student, a student or former student 18 years old, or a citizen of the Sapulpa School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Education Right and Privacy Act Office

U.S. Department of Education

Room 4511, Switzer Building

Washington D.C. 20202

Telephone Number: 202-732-2059

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

SAPULPA JUNIOR HIGH SCHOOL

STUDENT POLICY HANDBOOK

~~2020-2021~~

2021-2022



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

WELCOME TO SAPULPA JUNIOR HIGH SCHOOL

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

SAPULPA JUNIOR HIGH SCHOOL MISSION STATEMENT

CHALLENGE, GROW, CONTRIBUTE

THE MISSION OF SAPULPA JUNIOR HIGH SCHOOL

IS TO CHALLENGE EACH STUDENT,

TO PROMOTE PERSONAL GROWTH,

TO PREPARE THE CITIZEN OF THE FUTURE.

EXPECTATIONS

Students are expected to:

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

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

GENDER EQUITY STATEMENT

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

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

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

NON-DISCRIMINATION CLAUSE

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

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IMPORTANT PHONE NUMBERS

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

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

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

- Alternative school (Bartlett Academy)
- Sapulpa Virtual Academy

ALTERNATIVE SCHOOL (BARTLETT ACADEMY)

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

ANNOUNCEMENTS

The daily announcements, which contain information important to the student body, will be available ~~on the TV in the main hallway and office, and~~ on O@sis Announcements. They will also be available in Power School's Parent Portal.

ASBESTOS NOTICE (As of August 7, 1990)

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

Asbestos-containing building materials have been found in several of the school buildings in the district.

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

ASSEMBLIES

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

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.

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

CHEATING

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

CLASS RANK

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

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

Example: Student transfers into Sapulpa with three 9th grade honors courses and finishes her/his career with a 4.45 GPA. The highest-ranking Sapulpa student has a 4.40 GPA. These students would be named co-valedictorians.

COUNSELORS

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

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

Students needing to see a counselor are reminded that counselors are available before school and/or after school. Otherwise, the counselors will send for a student if the student has emailed their assigned counselor.

HomeBound Instruction

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

CREDIT RECOVERY

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

DANCES

Students who attend school-sponsored dances must be currently enrolled at Sapulpa Junior High School. Only Sapulpa Junior High students will be allowed to attend the dances. These dances will be announced in advance. All Sapulpa Junior High School dances will be sponsored by school personnel and all school rules will be enforced, including dress code. 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 parents can bring food for their student. The food will not be delivered to the student but the student will pick up their lunch from the office during their lunch time.**

DETENTION

Detention is a correctional measure used when deemed appropriate. Students are to report to the designated supervisor, at a specified time, and with class work.

DISCIPLINE

Cell Phones

Cell phones, earbuds, and headphones are not to be used or visible in any building at Sapulpa HS or JH during school hours, from 8:00am-3:00pm. The exception to this rule is that students may use their cell phone at lunch while in the Commons **or in the classroom at the teacher's discretion**. If the phone is visible, whether in use or not, students will have disciplinary consequences. Students will be asked to turn in their cell phone if they ring, vibrate, or disrupt the building or educational environment. Parents may be required to pick up the cell phone from the school's main office. If a student needs to contact parents, they may ask for permission to use the phones in the main office. **If a student has his/her earbuds or headphones confiscated, they may also be required to turn over their phone as well. Refusal by a student to hand over any of these devices will be considered an act of defiance/insubordination and will be dealt with as such.**

Identification

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

EARLY DISMISSAL FROM SCHOOL

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

EMAIL AND STUDENT'S RESPONSIBILITY

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

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students must be successful in their class work if they wish to participate in any extracurricular contests or activities. Eligibility is checked on a weekly basis. If a student is failing any class for one week, he/she will be placed on probation. If that student is failing any class after two weeks, he/she is ineligible to participate. (This does not have to be the same class. For example, a student could fail English the first

week and math the second.) This includes grades and/or attendance. Students must be academically eligible to participate in any school-sponsored event or activity, including school dances.

FERPA RIGHTS

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

- A. The right to inspect and review the student’s education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent FERPA authorizes disclosure without consent.

Directory Information

- A. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student’s record as “directory information,” and it will disclose that information without prior written consent:
 - 1. The student’s name;
 - 2. The names of the student’s parents;
 - 3. The student’s address;
 - 4. The student’s telephone listing;
 - 5. The student’s date of birth,
 - 6. The student’s class designation (i.e., first grade, tenth grade, etc.);
 - 7. The student’s extracurricular participation,
 - 8. The student’s achievement awards or honors;
 - 9. The student’s weight and height, if a member of an athletic team,

10. The student's photograph; and
 11. The school or school district attended before he or she enrolled in the Sapulpa School District.
- B. Within the first three weeks of each school year, the Sapulpa School District will publish in a newspaper of general circulation in the area, the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment.
 - C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.
 - D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records requests unless it states in its annual notification that it intends to forward on request).

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

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

FIRE/TORNADO/SCHOOL SAFETY DRILLS

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

Students should remember these basic rules during drills and in a legitimate emergency situation:

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

FLAG SALUTE POLICY

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

GANG ACTIVITY

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

GRADUATING WITH HONORS

This is relevant for students in grades 9-12.

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

HALL PASSES

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

HAZING

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

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

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

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

Medical Exemption

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

Religious or Other Exemptions

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

INDIAN EDUCATION

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

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

INSURANCE

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

LETTERING POLICY

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

LOCKERS

Lockers are provided **upon request and** free of charge to students for the storage of school materials and personal items. Each locker is equipped with a built-in combination lock to which only you have access. Students are strongly encouraged not to give combinations to other students or locker with friends because of convenience or location. Keep lockers locked at all times. The school assumes no responsibility for items missing from lockers. Lockers are the property of the school and are subject to search.

LOST AND FOUND

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

LOST OR DAMAGED BOOKS

Books that have been lost or damaged must be paid for in full. ~~Students should pay their teacher or a secretary in the main office and keep the receipt in case their book is found.~~ 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 Junior High School has a closed campus for lunch, therefore once students arrive on campus, they are no longer allowed to leave campus until school has concluded unless granted permission from the school and/or parent.

Sapulpa Schools takes pride in serving lunch to students staying on campus. Students can enjoy a hot lunch, fast food, salads, or even snacks. Food and snacks may not be taken out of the eating area.

MESSAGES FOR STUDENTS

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

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

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

Referral

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

Screening

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

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

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

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

Evaluation

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

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained

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

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

ONLINE EDUCATION (Sapulpa Virtual Academy)

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

For more information regarding virtual programming, please see the [Virtual Academy Student Handbook](#).

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

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

Travel

All students are expected to ride school transportation. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. But, if you must leave the event, you are only allowed to leave with a parent/guardian, unless your parent/guardian has personally made other arrangements with the sponsor of the event. No student will drive to events, unless prior written approval from the school principal.

Dress And Behavior

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

PETITIONS

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

PROGRESS REPORTS

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

PUBLIC DISPLAY OF AFFECTION

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

RECORDS/TRANSCRIPTS REQUEST

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

REPEATING COURSES

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

SAFETY AND WELFARE OF OTHERS

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

SCHEDULE CHANGES

Schedule changes for the Fall semester can be requested during the Spring enrollment period. Schedule changes for the Spring semester can be requested during the designated time before Winter Break. Any changes made after the designated times can only be approved by an administrator for extenuating circumstances. Any schedule changes made to another subject area after that time will result in a grade of "F" in the course being changed. No credit will be given for the new course.

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

SCHEDULE CORRECTIONS

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

SCHOOL BUSES

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

Students who ride buses should follow these rules of behavior:

- A. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
- B. Students shall keep their hands, arms, and heads inside the bus.
- C. No shouting, roughhousing, or throwing objects on the bus or out 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 8:00 AM on Monday and 7:30 AM Tuesday-Friday. Students will not be allowed in the building before that time. Students are asked to leave the building and school grounds as soon as possible at the end of the school day.~~., and the~~ The building should be completely cleared by 3:15 PM. No students are to be in the building after 3:15 PM unless they are under the supervision of a teacher or administrator.

SCHOOL TELEPHONE USE

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

SEVERE WEATHER

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

SKATEBOARDS/ROLLER BLADES/LASER LIGHTS

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

STUDENT AIDES

8th grade students at the junior high may apply to be an aide for one period per semester. Students must apply through application to the building principal. Aides must be in good standing academically, with discipline, and with attendance. Applications may be picked up in the counseling office.

Aides will be expected to be on time and present each period assigned. Student assistants not reporting to their proper assignment will be counted truant and reassigned to another class. They will receive an "F" as student aide and will get no credit for the reassigned class.

Aides will wear proper identification at all times.

STUDENT IDENTIFICATION BADGES

All Sapulpa Junior High students will be issued an identification badge. Each student will be issued one student ID and lanyard free-of-charge. For identification purposes, all students are required to prominently display their school-issued badge from a lanyard around the neck at all times during the school day (with the exception of extracurricular or physical activities).

Students without an ID badge during the school day will be issued a temporary ID sticker by the attendance office. For each issued temporary student ID sticker, the student will be scheduled to serve a detention before the next school day.

The purpose of a student ID is for the immediate identification of enrolled students. Student IDs are not to be covered with pins, stickers, pictures or any other objects, nor should they be altered in any way. In the event that the student ID is lost, damaged, or unusable for any reason, the student will be responsible for a replacement student ID at a cost of \$5. Replacement lanyards can be purchased for \$5.

Disciplinary consequences will result if a student wears another student's ID. Possession of another student's ID is strictly prohibited. **Failure of a student to properly identify himself/herself will result in disciplinary action.**

Student IDs must be turned in if the student transfers to another school, enters the total virtual program, or is suspended from school. Student IDs will be returned upon resumption of on-campus classes.

STUDENT OFFICERS

Due to the immense workload and extensive responsibilities students take on, Sapulpa Junior High School places a limit on the number of offices any student may hold for a club or organization. Sapulpa students are limited to holding office in only **two (2)** clubs or organizations. Further, they are limited to being president in only **one (1)** club or organization. Students will not be limited to membership and participation in any number of clubs or organizations. Special permission to exceed this number limit may be granted by the principal.

STUDENT SEARCH

A student, his bags, his car, and/or his locker will be subject to a search when there is reasonable suspicion to believe that the student may have in his possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, and stolen property, any items that are prohibited by school policy (tobacco products, pager, etc.), or other contraband.

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 students whom it

was checked out to. Any inappropriate behavior committed on the chromebook, whether the action is taken at school or otherwise, will be the complete responsibility of the students the chromebook is checked out to.

TELEPHONE AND/OR ADDRESS CHANGES

If a student has a change in address or phone number, please notify the attendance office.

TRAVEL

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

VALEDICTORIANS/SALUTATORIANS

This is relevant for students in grades 9-12.

1. Selection of valedictorian

- a. To attain the status of valedictorian, a student must have earned at least eight (8) credits in a weighted course during 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.

Virtual School/Classes

~~See Virtual Learning Guide for Procedures and Rules.~~

~~Odysseyware Terminology~~

~~Full Time Virtual:~~ ~~Full-time Virtual students who are enrolled in virtual classes only.~~

~~Hybrid:~~ ~~These students have a mixture of online and at school classes.~~

~~Credit Recovery:~~ ~~These students are making up a class they have either failed or did not complete.~~

VISITORS DURING THE DAY

Parents are always welcome! The school policy is to accept only those visitors who have legitimate business at the school. Classroom disruptions are strongly discouraged and will be allowed only under extreme circumstances. If a parent would like to visit a classroom for a specific purpose, permission from the principal is needed.

All visitors MUST use visitor parking and report to the respective main office to receive clearance to be in the school buildings. Student visitors will not be allowed in classes during class time.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Sapulpa Junior High School is as follows:

- A. Authorization for withdrawal: the parent or legal guardian must accompany the student and show identification to the attendance clerk. If parents are divorced, custody papers must be provided.
- B. Withdrawal form shall be obtained in the Attendance office.
- C. Withdrawal forms must be signed by (a) all teachers, (b) librarian, and (c) counselor. All books and school property need to be turned in at the time of withdrawal.

- D. The student is to return to the Attendance office with the completed withdrawal form. Your transcript and immunization record can then be obtained from the registrar. All financial obligations must be cleared before final withdrawal.

2018-2019 CLUBS AND ORGANIZATIONS

SPONSORS AND DUTY ASSIGNMENTS

Club/Organization	Sponsor	Purpose
Academic Team	~~Darius Todd~~	To promote academic competition and participation
Band	Whitney Yokum	To promote the visual arts
BPA	Kathy Greer	To promote and encourage school business in school
Builder's Club	Debra Williams	To promote service leadership
Choir	Gina Myers	To promote the vocal arts through music
Color Guard	Whitney Yokum	To compete and participate in the visual arts
FCA	Darlene Calip	To enhance education through the spiritual process shared by various athletes
FCCLA	Stephanie Greenfeather	To promote skills needed to become leaders of a family, out in the business world, and within the community
FFA	Kurt Rose	To promote the agricultural science
JROTC	Col. William Shannon	To promote teamwork, leadership, and patriotism
National Junior Honor Society	Lindsey Humphries	To encourage and promote academic excellence
Ping-Ping	Molly Heritage	To promote the visual arts through dance
Special Olympics	Christine Lyons	To provide an opportunity for special needs students to meet and compete with other special needs students
Student Council	~~Kelsey Philpott~~ Rosemary Hill	To promote school wide participation
Yearbook	~~Sal Guerrero-Roland~~ Goodwin	To produce and distribute a school yearbook

Athletics

JH SPORTS	HEAD COACH
8th Football	Lee Wilson
9th Football	James Burkhalter
Fastpitch/Slowpitch Softball	~~Rosemary Holloway-Hill~~ Sarah Carriger
JH Fastpitch Softball	Karma Sanders
Girls & Boys Cross Country	Debra Williams
JH Cross Country	Jeremy Lusk
Girls Volleyball	Corey Harp
Girls Basketball	Darlean Calip
8th Girls Basketball	
9th Girls Basketball	Darlene Calip
Boys Basketball	Ricky Bruner
8th Boys Basketball	Timothy Beacham
9th Boys Basketball	~~Red Hall~~
HS Wrestling	Kyle Blevins
JH Wrestling	Kyle Blevins
HS Boys & Girls Golf	Joseph Tuttle
JH Boys & Girls Golf	Nicola Cooper
Boys & Girls Tennis	Karma Sanders
HS Boys & Girls Track	James Burkhalter
JH Boys & Girls Track	Jeremy Lusk
HS Baseball	Steven Irvine
JH Baseball	Steven Irvine
Girls Soccer	Lori Arundell

Boys Soccer	~~Kip Shubert~~ Kenny Kinzer
Cheerleading	Lindsey Hurst
JH Cheer	Abby Davis

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.

COLLEGE Preparatory/Work Ready GRADUATION REQUIREMENTS

OKLAHOMA'S PROMISE

A. Required Subjects

4 units of English Grammar and Composition – American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I and two additional Lab Sciences courses of a higher level) For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Of the three units or sets of competencies of laboratory science required, one must be a life science meeting the standards for Biology I, one must be a physical science meeting the standards for Physical Science, Chemistry, or Physics and one must be from the domains of Physical Science, Life Science, or Earth and Space Science with content and rigor above Biology or Physical Science.

3 units of math (including Algebra I and two additional math courses of a higher level)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 units of Oklahoma History, and .5 unit of American Government)

2 units of the same Foreign Language or Computer Science

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Concurrently enrolled courses, Advanced Placement courses that are approved for college admission are allowed to meet the 1 additional unit or set of competencies.

1 unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

6 electives

B. Required units

Units required for graduation: Effective 2010-11

State Department of Education 23

Sapulpa Public Schools 23

Students will receive credit for Driver Education.

488. SEXUAL HARASSMENT (see procedure page)(Revised 8299)

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Sapulpa School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board Members of the School District with regard to the issue of sexual harassment:

- A. "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including Board Members and school volunteers.
- B. A student means any person who is enrolled in any school or program of the School District.
- C. In the case of an employee of the School District, Asexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by one employee towards another employee which (1) is made an explicit or implicit term or condition of an employee's employment, or (2) is used as a basis for employment decisions affecting that employee, or (3) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
- D. In the case of a student of the School District, Asexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
- E. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment or vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
- F. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
- G. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the Superintendent, Deputy Superintendent, principal, assistant principal, or any

Board Member of the School District. If the report of an incident needs to be 400 Section made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any above designated persons. All such reports should state the name of the alleged harassing student, employee or applicants involved, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

- H. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
- I. The Superintendent, Deputy Superintendent, principal, assistant principal, and any Board Member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
 - 1. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or Board Member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
 - 2. take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated, and the appropriate remedial steps taken;
 - 3. keep the individual who is allegedly being sexually harassed reasonably apprized, to the extent allowed under federal state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
 - 4. conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
 - 5. based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

J. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non renewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

489. **GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES)**
(Approved 7-7-97) (Revised 4-3-06) (see procedure pages)

A. Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
2. Grievant: Any person enrolled in or employed by the Sapulpa Public Schools who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievances in this paragraph, members of the public may also be potential grievances. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
3. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
4. Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

- B. Pre-filing Procedures - Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.
- C. Filing and Processing Discrimination Complaints
1. The Grievant submits a written complaint to the Coordinator, as applicable, stating, the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
 2. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.
As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.
 3. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
 4. Within five days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives the Respondent's answer.
 5. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual

harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

6. Within five days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
 7. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator within five days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
 8. Within five days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.
 9. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
 10. Within five days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
 11. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
 12. The applicable Coordinator will notify the Board of Education, in writing, within five days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
 13. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within five days of the meeting, the Board will issue a final decision in writing to all parties involved.
- D. General Provisions
1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 120 days.
 2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
7. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

540.1 STUDENT BEHAVIOR AND SUSPENSION (Revised 5-07) (see procedure pages)

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls

10. Fighting
11. Forgery
12. Gambling
13. Hazings (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

SAMPLE DISCIPLINARY OPTIONS:

Detention - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

Alternative In-School Placement - Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

STUDENT SUSPENSION:

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester/trimester and the succeeding semester/trimester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT - OF - SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or

- stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities- and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts a-d above. However, no education plan shall be necessary for acts which fall within part "5" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligation:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in, in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT - OF - SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit.57, ' 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-school Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

2. In no event should an out-of-school suspension extend beyond the current school semester/trimester and succeeding semester/trimester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date, indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for 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 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 provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will

be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.

5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT - OF - SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in school extracurricular activities is a privilege, not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

540.1.3 STUDENT DRESS CODES (Approved 3-6-06)(Amended 9-12-17,9-10-19)

Grades 6-12

While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent - visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

- * Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- * Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- * Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position).

Permitted clothing shall be worn as designed/manufactured to include the following:

- * Suspender straps must be attached as designed and worn on shoulders
- * Shirts/blouses must be appropriately buttoned
- * Zippers on pants and shirts must be zipped
- * Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

2. Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings, unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

3. Upper Garments

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

Bare midriffs, excessively low-cut necklines, off the shoulder, or bare backs are prohibited. See-through shirts or blouses may not be worn. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

4. Lower Garments

Undergarments shall not be visible. Pants and shorts shall be worn at the waist (above hips), and shall not extend below the heel of the shoe in length.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., will not be permitted.

Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of 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 ~~how many~~ 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	☐ Obtained copy of police report if available
☐ Written witness/bystander statements <i>both victim and/or alleged offender</i>	☐ Written summary of investigation with your conclusion

☐ Written statement of alleged offender	☐ Interview and/or notification of investigation to parents/guardians
☐ Written statement of school nurse if applicable	☐ Intervention Plans – Victim Offender
☐ Review of any medical information	Bystander School Community
☐ Collected and examined any physical evidence if available	☐ Follow up Report (See Step 2)

Findings of Bullying

The Complaint is Sustained. Bullying was verified.

(If Sustained a School Intervention Plan must be developed and implemented)

The Complaint was Not Sustained. There was not enough verifiable proof that Bullying taking place or the complaining party has refused to assist in the investigation.

(If Not Sustained a School Intervention Plan may be developed and implemented)

Unfounded. The complaint was discovered to have no merit or the complaining party has informed the investigator that the allegations were false and untrue.

Notification of Student Parents/Guardians

Date of notification of victim's parents:	phone	letter	conference

Date of notification of accused parents:	phone	letter	conference

Step 2: Follow Up

A follow-up interview with the student/victim is mandatory within two weeks, (maybe earlier) to close the investigation regardless of the Findings listed above. *Note: Even an unfounded report requires a follow up.*

Follow Up with the victim(s) within two weeks of conclusion of investigation has been assigned to:

Name	Date Completed

Findings of Follow Up Interview

Victim reports no other concern: Victim's INTIAL HERE

Parent/Guardian contact optional:

Date of Contact Phone:	Letter:	Conference

Person who made contact:

The actions of bullying or harassment are ongoing and this is a repeated offense. Begin at Step 1 on reporting process.

Comments:

The School Investigator should begin documentation of the steps that will be taken to remedy this situation as soon as possible. School Intervention Plans should be reconsidered. If repeated activity of bullying is present, then immediate action is necessary to stop the activity and to eliminate the threat to the victim.

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, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a

Google Form located on the district website each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:

§ The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

§ The student is on pace for on-time completion of the course as required by the school district,

§ The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, “a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible.” The State Board of Education Rules state “the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.”(If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) **STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.**

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury *
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all

assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time.

Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

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

G. CHRONIC ABSENTEEISM

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

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

540.2.2 BUILDING PASSES

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

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

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

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

- A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse, or backpack.
- 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.

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.

A.Purpose Statement. Independent School District No. 33 of Creek County, Oklahoma (the District) provides students and employees access to the District's computer network system, including Internet access, to expand informational and communication resources. This policy outlines the users' rights and responsibilities that are assumed with use of the District resources.

B.Internet Access B Terms and Conditions.

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

connotations or profane language and (2) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

3. Privilege of Use - Use of the District system is a privilege afforded to students, staff and employees of the District. Inappropriate use may result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's Instructional Technology Director or Administrative representative to be inappropriate due to particular facts and circumstances.
4. Inappropriate Use - Each system user is expected to comply with District policies governing Internet access, while abiding to generally accepted rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students or staff who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:
 - a. Appropriate language - Do not use obscene, profane, vulgar, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
 - b. Safety - Do not reveal personal contact information about yourself or another person. Do not use District Internet access to arrange meetings with individuals met online. Users will promptly disclose to the teacher, Instructional Technology Director or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The district provides resources for students, staff, and faculty to raise awareness of Cyber safety issues.
 - c. Electronic mail - Electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to District Email. Messages relating to or in support of illegal activities may be subject to criminal penalties.
 - d. Network resources - System users should not use the network in a way that will disrupt the use of the network. The network is to be used for educational, professional and career development. Storage of personal files on district resources is discouraged.
 - e. Intellectual property - Users assume responsibility to verify the licensing of software prior to installation. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material. Users will not download copyrighted files.
5. Limitation of Liability - The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy of information obtained through the use of the District system or the Internet. The District is not responsible for any financial obligations incurred during use of the District system.

6. Security - Users are responsible for network and Email account security and should take precautions to prevent others from accessing their account. Users should not provide their personal password to other users, unless that person is a representative of the I. T. Department. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.
7. Vandalism - Vandalism of District hardware, software or the system itself will result in cancellation of privileges and possible other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to the uploading or creation of computer viruses or any actions that disrupt, or crash all or any portion of the District's computer system. System users will adhere to District policies governing the downloading of software to help minimize the spread of computer viruses.
8. Application and Enforceability - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.



SAPULPA MIDDLE SCHOOL

2021-2022

STUDENT HANDBOOK

1304 EAST CLEVELAND

918-224-8441



Sapulpa Public Schools

2021-2022

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Begin Semester ☐
End Semester ☐

Parent Conference Night ☐
Teacher Workday ☐

No School ☐
Professional Day ☐

1st Semester		2nd Semester																					
<u>August 2021</u> 11 New teachers report 16 All teachers report (Professional Day) 17 Prof. Day/Work Day 18 Prof. Day/Work Day 19 First Day of School <u>September</u> 6 Labor Day (No School) <u>October</u> 5 Secondary PT Conf. 7 Elem. PT Conf. 11 All District PT Conf. 13-15 Fall Break (No School) <u>November</u> 22-26 Thanksgiving Holiday (No School)		<u>January 2022</u> 3 Prof Day/Work Day 4 Classes Resume 17 Martin L. King Jr. Day (No School) <u>February</u> 18 Professional Day 21 President's Day (No School) <u>March</u> 1 Secondary PT Conf. 3 Elementary PT Conf. 7 All District PT Conf. 11-18 Spring Break <u>April</u> State Testing																					
<u>December</u> 20-31 Winter Holiday (No School)		<u>May</u> 20 Last Day of School 20 Graduation 23 Prof. Day/ Work Day																					
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B.O.E. Approved 2/22/21

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 ad Section 504 Coordinator who, among other responsibilities, ensures compliance with the District’s legal obligations in the area. The District’s Title IX and Section 504 Coordinator may be contacted by phone at (918) 224-3400 or in writing at Sapulpa Public School, 315 East Lee, Sapulpa, OK 74066. A copy of the District’s “Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints” may be obtained, upon request, from the Coordinator.

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Welcome to Sapulpa Middle School

This handbook is issued so parents and students may become familiar with policies and regulations of Sapulpa Middle School. All students are responsible for the information and regulations included and are subject to all rules and regulations set forth by the Sapulpa Board of Education, State Department of Education, and the Oklahoma Secondary School Activities Association.

“A Guide for Students, Faculty, and Patrons”

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Sapulpa Board of Education, State Department of Education, Oklahoma Secondary Schools Activities Association, North Central Accrediting Association, and State and Federal Laws.

Sapulpa District Mission Statement

The mission of Sapulpa Public Schools, in partnership with the community, is to provide premier education to ensure that every student achieves success in a global society.

Sapulpa Public Schools Vision Statement

Academic Excellence in a Caring Environment

With these philosophies in mind Sapulpa Public Schools, its Board of Education and its employees commit to the following:

Goal 1: Provide a premier learning experience for all students.

- We will deliver and expect excellence in all curricular and extracurricular programs including: academics, activities, the arts and athletics.
- We will become the model school district in the Midwest for delivery of digital curricular content in the classroom, the community and in the home.
- We will develop, maintain and enhance partnerships fostered in the school; cultivated in the community and among families to create “real world” learning to close the experience gap.
- We will make decisions in the best interest of our students and backed by data, research and experience.
- We will ensure that students have 21st century tools for their educational experiences.
- We will focus on learning experiences that require solving complex problems.
- We will create lifelong opportunities for our graduates.
- We will honor prior learning and differentiated learning styles.

Goal 2: Provide Fiscal Responsibility for Successful Operations of our School

- We will ensure that district resources are utilized efficiently and responsibly. We will maintain district resources in a responsible and efficient manner.
- We will enhance limited state-provided financial resources with local partnerships focusing on capital improvements and operational expenses.
- We will form and value community partnerships to enhance resources available to our students.
- We will invest 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		(918)224-3400
Director of Technology	James Lawrence	(918)224-7089
Director of Operations		(918)224-7089
Digital Curriculum Coordinator	Amy Riff	(918)224-3400
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-?

Sapulpa Middle School

Principal	Dawn Duncan	(918)224-8441 Ext: 2004
Assistant Principal	Trent Hamilton	(918)224-8441 Ext: 2001
Assistant Principal	Bruce Plummer	(918)224-8441 Ext: 2002
Counselor	Alex Burns	(918)224-8441 Ext: 2020
Counselor	Kari Childress	(918)224-8441 Ext: 2005
Registrar	Jill Latham	(918)224-8441 Ext: 2003
Administrative Assistant	Ashley Hayes	(918)224-8441 Ext: 2000

SMS BELL SCHEDULE

MONDAY

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

TUESDAY-FRIDAY

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

ENROLLMENT

To attend Sapulpa Middle School, a student must reside with parents or legal guardians within the district boundaries. All students new to Sapulpa Public Schools must enroll at our district enrollment center located at 511 E. Lee.

521.5 STUDENT RESIDENCY REVISED 11-3-03

The Sapulpa School District is established for the purpose of serving the educational interests of resident students.

A. Definitions

1. Residency. As used in this policy, the terms "residence," "residency" and "legal residence" shall mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified in paragraphs C.1. and C.3. below.
2. Person having legal custody. As used in this policy, the phrase "person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.
3. Homeless children and youth. As used in this policy, the phrase A homeless children and youth@ means students who lack fixed, regular and adequate nighttime residence, and includes:
 - a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - b. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
 - d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses a-d.

B. Policy Statement

1. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence.
2. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into any of the three categories listed in paragraph B.1. above if such adult has assumed permanent care and custody of the child.

Withdrawal Procedure

The procedure for withdrawing from Sapulpa Middle School is as follows:

- 1) Authorization for withdrawal: the parent or legal guardian must accompany the student and show identification to school officials. If parents are divorced, custody papers must be provided.
- 2) Withdrawal form shall be obtained in the Registrar's office.
- 3) Withdrawal forms must be signed by (a) librarian, (b) cafeteria and (c) counselor. All books and school property need to be turned in at the time of withdrawal.
- 4) The student is to return to the registrar in the main office with the completed withdrawal form. The student may obtain his/her transcript and immunization record. All financial obligations must be cleared before final withdrawal.

DAILY OPERATIONS

School Day

The building will be open for students Monday at 8:10 a.m., Tuesday through Friday at 7:40 a.m. Students will not be allowed on school grounds before that time. Supervision for students on school grounds is not available prior to 7:40 a.m., therefore students will not be allowed on school premises. Students are asked to leave the building and school grounds as soon as possible at the end of the school day, and the building should be completely cleared by 4:00 p.m. No student should be in the building or on school grounds after 3:20 p.m. unless they are under the supervision of a teacher or administrator.

Inclement Weather-School Cancellations

Sometimes school is canceled due to severe weather. The Superintendent of Schools will make the decision if our school is to be closed. When this decision has been made, it will be announced on KTUL Channel 8, KOTV Channel 6, KJRH Channel 2, KXOJ 1550, KXOJ FM, KRMG 740 Radio, and other stations. School closing will be posted on the school web page (www.sapulpaps.org). Homes may also be called with the school district's automated phone message system.

Telephone and/or Address Change

If there is a change in phone number or address, please log on to your PowerSchool profile and update your phone number and/or address as soon as the change happens. This will allow the school to see the change and contact you if an emergency should arise with your student.

Attendance Policy

540.2* **STUDENT ATTENDANCE** (Revised 4-12-2010)(Negotiated 8-19-13,8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:
 - The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - The student is on pace for on-time completion of the course as required by the school district,
 - The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete." (If a student is participating

in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury *
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is

defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

- D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.
- E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

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

G. CHRONIC ABSENTEEISM

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

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

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 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). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call before 7:55 am to excuse a tardy. No tardies will be excused if the call is made after school starts.

SMS Tardy Procedures

First-Hour Tardies

Parents must call before 7:55 a.m. to excuse a tardy. No tardies will be excused if the call is made after school starts.

Guideline Discipline for Tardiness/Excludes Advisory

<i>First Tardy</i>	Verbal Reprimand for Student
<i>Second Tardy</i>	Written Reprimand and Parent Notification
<i>Third Tardy</i>	Parent Notification and detention
<i>Fourth Tardy</i>	Parent Notification and detention
<i>Fifth 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 two options:
 - Call home to have appropriate attire brought to school in a timely manner.
 - Choose appropriate attire from the SMS clothes closet.

- With the exception of extreme Dress Code violations, the student will be sent back to class to continue academic instruction.

Consequences

- A student who is unable to obtain suitable attire by either a phone call or the clothes closet may be subject to disciplinary action by a counselor or administrator.

540.1.2 APPROPRIATE SCHOOL ATTIRE

The principals of the respective schools and grade levels are authorized by the Board of Education to enforce standards of appropriate dress in their respective buildings. Any unusual manner of dress or appearance which, in the judgment of the principal, tends to detract from the chief function of the school will be prohibited. Principals should seek the cooperation of parents in solving specific problems in this area, but the decision of suitable attire and grooming rests with the principal.

540.1.3 STUDENT DRESS CODES (Approved 3-6-06)(Amended 9-12-17, 9-10-19) Grades 6-12

While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent - visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco alcohol, or illegal drugs or drug paraphernalia.

- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position). Permitted clothing shall be worn as designed manufactured includes the following:

- Suspenders must be attached as and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened
- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Lockers

Lockers are provided free of charge to students for the storage of school material and personal items. Students are strongly discouraged from giving combinations to other students. Students may not share lockers with friends because of convenience or location. Students will receive one warning if they are caught sharing a locker and then will be given a detention after this. Keep lockers locked at all times. Students that chose methods to keep their lockers from locking can receive detention for such behavior.

The school assumes no responsibility for items missing from lockers. There shall be no permanent applications of lockers such as wallpaper, stickers, markings, or other permanent applications that are not permitted.

564. LOCKER SEARCH AND SEIZURE Approved 2-7-94

- A. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc. as applicable. Thus, although students have privacy rights in their locker contents against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time and for any reason.

B. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

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

Student Search

A student, his/her belongings, and his/her locker will be subject to a search when there is reasonable suspicion to believe that the student may have in his/her possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, stolen property, any items prohibited by school policy (tobacco products, pager, etc.), or other contraband.

Name on Belongings

Label all personal items such as lunch boxes, coats, hats, etc. with the student's name.

Lost and Found

Students losing items at school should check in the lost and found to see if it has been placed in the lost and found. Students who find things that don't belong to them should take the items to the gym so that they may be returned to the rightful owner.

Miscellaneous/Distracting Items

Students are not permitted to have ~~skateboards, 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.~~

Skateboards Roller Blades

~~Skateboards~~ 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)

Bags and Purses

~~No backpacks, bags, or purses are allowed in the classroom and should be kept in the lockers.~~

Deliveries During the School Day

Interruptions during the class period hinder the academic process, school personnel will accept only school-authorized delivery of goods from outside vendors or school related items that a student may have forgotten. Deliveries of balloons, flowers, etc..... are prohibited throughout the day. Examples of unauthorized deliveries include but are not limited to flowers, balloons, and cards.

Identification

By law, all persons must, upon request, promptly identify themselves to any school personnel in the school building. Parents and guardians of children attending Sapulpa Public Schools are welcome and encouraged to visit their child's school. Every visitor, including parents and guardians, to one of the District's school buildings MUST report to the main office to check in as soon as he or she enters the school building. All visitors will be issued an ID badge on school grounds, or at school-sponsored activities. A driver's license or state ID must be presented in the office to obtain a pass to proceed into the school. Students off school grounds during the school day must identify themselves to school officials upon request.

Visitors

540.2.3*VISITORS TO SCHOOL AND CLASSROOM OBSERVATIONS DURING THE SCHOOL DAY (Negotiated 8-2000)(Revised 11-11-13)to wear while in the building.

In-Person Meetings with Teachers - Parents and guardians who wish to consult with their child's teacher in person should contact the teacher in advance to schedule an appointment. Such in-person meetings will be scheduled during the teacher's plan time or another non-instructional time.

Classroom Observations - For purposes of this policy, the term "observation" includes short visits to a classroom during class time, as well as longer visits of 15 or more minutes. To maximize class time on task and minimize interruptions, all visitors must arrange class time observations in teacher classrooms in advance. Classroom observations will be scheduled at prearranged times. If the classroom teacher or the building administrator determines that a scheduled observation is disrupting classroom instruction or the orderly operation of the classroom or school, the observation may be ended before its scheduled ending time.

Parents and Guardians - Parents and guardians request classroom observation by contacting either the teacher in whose classroom observation is desired, or the building administrator. Parents and guardians need not complete a Request for Observation form, but must make their request in advance and obtain advance approval. The building administrator, in consultation with the classroom teacher, will make decisions concerning such requests.

Children - Child visitors are not permitted in classrooms during class time.

Other Professionals - In addition to the parents and guardians of Sapulpa Public Schools students, the District receives occasional requests from school-affiliated professionals to observe in classrooms. Examples include requests from visiting educators, intern teachers and university students completing a practicum. The District also receives occasional requests to observe from non-school-affiliated professionals, such as social workers and licensed psychologists. Such persons seeking to observe in a classroom must complete and submit the Request for Observation form to the building administrator. These forms will be available in the office of each building administrator. The building administrator, in consultation with the classroom teacher, may approve or deny the request or seek additional information before making a decision.

Messages for Students

Classroom interruptions take away instructional time for all students. To help control this, only messages involving emergencies will be delivered to students. Messages will be delivered between 1:30-2:00 each afternoon. Messages received after 2:00 p.m. may not reach your child before the end of the day. Please make every effort to make transportation arrangements with your child before he/she leaves for school each morning.

540.2.4 USE OF TELEPHONE (Revised 11-14-11)_____

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

Office Passes

Students must have prior written permission from a teacher, counselor, or administrator to miss class for a counseling or administrator visit. Students who miss class without prior written permission will be considered truant. Students may sign up to see the counselor or administrator by completing a request form, which is available in the Counselor's office.

Hall Passes

Students must have permission to be in the halls during class time. Teacher/Staff issued hall passes will be evidence of permission. The pass must be visible or disciplinary action may be taken. Students must have a pass to leave the classroom/gym/office etc. Students are to go only to the destination listed on the pass. If a student goes to a destination not listed on the pass, then that student is considered truant and subject to disciplinary actions.

Chromebook Initiative

Sapulpa Middle School is a part of the Sapulpa Public School's 1:1 Chromebook initiative. Each student will have access to the use of a chromebook in their classes throughout the day for instructional purposes.

SMS Cell Phone Procedures

Possession, without prior authorization, of a wireless telecommunication device

Cell phones and other wireless communication devices (Smart watches, etc...) may **NOT** be used in the building. They may only be used after school when students are out of the building. ~~Teachers who would like to use cell phones for a classroom activity, must fill out a request form and have prior approval from the principal.~~

First offense- Phone is taken, student receives a warning, student may pick up the phone, at the end of the day, in the office.

Second offense- Phone is taken, student receives a detention, student may pick up the phone from office.

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

Fourth and further offense- student is considered in disobedience of a directive of a school official and will be subject to further disciplinary action.

540.6 STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES

Approved 10/02/89 Revised 09/10/01 Revised 11/14/11 Revised 06/08/15

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

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse or bookbag.

B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and

classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a student may forfeit his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator.

Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to authorized school personnel. Refusal by a student to give the device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

SMS Cafe

565 STUDENT MEALS:(Approved 7-1-2002 Revised 10-09-2019)

All students may eat meals in the school cafeterias. For those students whose families qualify meals are provided for Free or at a Reduced Price. Prior to any meals being served free or at a reduced price, a current, approved application must be on file in the Child Nutrition Office. New applications must be completed each school year. Children who were eligible to receive free or reduced price meals on the last day of the school the previous year may eat as a free or reduced price student for the first 30 days of school or until a new application has been received and approved, whichever comes first.

Students who pay for meals are encouraged to do so on a weekly or monthly basis. Each student has an account into which money may be deposited. At mealtime, each student enters his/her account number, and the cost for one meal is deducted at the point of service. Parents are urged to keep track of their child's meal account balance. Meal accounts are not to be considered charge accounts. Money must be deposited on a regular basis if the student is expected to eat in the cafeteria. Checks or money orders are preferred, as cash is easily lost. If it is necessary to pay cash, please put the cash in an envelope, and write the child's name, grade, teacher and the amount on the outside of the envelope. Credit cards may be used to pay for meals online at www.myschoolbucks.com. There is a small charge to use credit cards for meals.

The cafeteria manager at each site will be more than happy to discuss a student's meal account balance with parents. Please call at times other than meal service, since the manager is not available at this time (elementary breakfast generally runs from 8:30 to 9:00, lunch service runs from approximately 11:45 to 1pm) Due to the volume of students fed each day, it is not possible to call parents on a regular basis to remind them about a child's account balance. Parents may set up automated email messages for low balance notifications by setting up an account at www.myschoolbucks.com.

Occasionally, students lose or forget their money for lunch and breakfast. When this situation occurs, the following procedures will be followed:

- A. Elementary students will be allowed to accumulate up to three lunch and three breakfast charges. Secondary students will be allowed to charge one breakfast and one lunch.
- B. After the student has reached the charge limit, the student will not be allowed to charge, but will be given a peanut butter or cheese sandwich at lunch time for up to three days. Nothing will be given at breakfast.
- C. When the charges are repaid, the student at a later date may charge meals again.
- D. Charge notes will be sent home at least twice a week at the elementary school sites. Secondary school students will be given a charge note at the time of service.
- E. Students will not be allowed to charge milk or additional food (a la carte) items.
- F. Meal 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.

~~A student who fails to follow the appropriate expectations and guidelines in the SMS care are subject to the following consequences:~~

~~Consequences:~~

~~First offence- A student will be sent to ADC for the remainder of the lunch period.~~

~~Second Offence- A student who is sent to ADC twice for not following expectations, will be assigned ADC lunch Detention the following day.~~

Outside Expectations

There are times when students may be allowed outside throughout the day. Students will be required to follow the expectations below while outside on the playground.

1. Games that require contact or tackling are not permitted.
2. Fighting and wrestling are not permitted.
3. No rock, sand or grass throwing.
4. Only students with passes will be allowed in the hallways during lunch time.
5. If any playground equipment is accidentally knocked outside the playground boundaries, get permission from the playground duty teacher/administrator before going after it.
6. Please do not stand in front of the exit leading to the playground.
7. Cell Phones will not be permitted for use during the school day on the playground. They need to be turned off and put away at all times.

If you have a problem see the adult on duty.

Damage to School Property

All Sapulpa school property belongs to the patrons of Sapulpa School District and is intended to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he or she is personally liable financially and subject to discipline by school authorities.

543. DAMAGE TO SCHOOL PROPERTY

543.1 PAYMENT FOR DAMAGE

Each student shall pay for all damage he or she may do to the school property or property of other students, within one (1) week after demand, therefore, unless by arrangement, payment is deferred until a later date. Failure to make such payment shall be cause for suspension. This is in compliance with Section 24-101 Title 70, of Oklahoma Statutes.

Transportation

Students who reside more than one and a half miles from their designated campus are eligible for school bus transportation. Bus stops are set by the Director of Transportation. Students who live less than a one mile and a half mile radius will not be permitted to ride the bus.

School Buses

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

Students who ride busses should follow these rules of behavior:

- 1) Students shall enter the bus in an orderly fashion, go directly to a seat and **remain seated** until the destination is reached.
- 2) Students shall keep their hands, arms, and heads inside the bus.
- 3) No shouting, roughhousing, or throwing objects on the bus or out the bus window is allowed.
- 4) **No gum, candy, drinks, or food will be allowed on any bus. The driver does not have the authority to override this policy.**
- 5) Bus riders are expected to be courteous to fellow students and the bus driver.
- 6) No possession or use of tobacco on any type is allowed on the bus.
- 7) All directions given by the driver are to be followed.
- 8) No skateboards or rollerblades are to be brought on any bus.
- 9) **Students are to ride only their assigned bus. If, for any reason, a student needs to temporarily change and ride a different bus, he/she must have a bus permission form signed by a principal/office personnel granting this permission.**

Bus discipline will be handled by the Director of Transportation ((918)-224-7089). Students who purposefully engage in extreme acts of misbehavior that jeopardizes the safety of others or commit acts of vandalism on the school bus may lose their bus transportation privileges upon their first offense. Examples of this include but are not limited to: fighting, cutting bus seats, and disrespecting a bus driver.

542. PUPIL BEHAVIOR ON SCHOOL BUSES

In cases where the bus driver is having difficulty in controlling children on buses, the driver will bring the child to the principal's office for a conference regarding the difficulty. If this procedure fails to bring about cooperation and a child continues to give trouble on the bus, the principal may deny him the privilege of riding the school bus. When this is done, the principal should notify the parents by letter of the action and the reason for such action. This policy is not intended to relieve the driver of his responsibility for maintaining control of the children, and if a principal thinks the driver is not doing all that he could or should, he should have a conference with the driver to help him develop better control of the pupils. Failure to secure acceptable bus behavior through the above procedure justifies asking the business manager to arrange a conference with the bus driver. The foregoing shall not constitute the limits of the driver's authority, particularly in case of emergencies, but would constitute general guidelines for disciplinary problems.

Dismissal

Sapulpa Middle School classes dismiss on Monday through Friday at 3:10 p.m. School buses will load and unload on the west side of the building. Parent pick-up/car riders will load and unload on the north side of the building in the u-circle drive. Walkers will exit the north doors by the playground. Students are not permitted to exit the east side of the building.

TAPS

All parents are encouraged to join and take an active part in our TAPS (Teachers and Parents of Sapulpa) organization. You will be notified in advance of the time and dates of the meetings.

ACADEMICS

PowerSchool Parent Portal

Parents can access their student's grades and other educational records anytime by logging onto the Sapulpa Public Schools parent portal at <https://ps.sapulpaps.org/public/> or by going to the Sapulpa Public Schools website and following the appropriate links.

Homework

Homework or out of school assignments are considered an integral part of the course work. Sapulpa Middle School encourages a reasonable amount of school work to be done at home to reinforce skills learned during the school day. This practice also gives the parent an opportunity to share in the student's education. An excessive amount of homework might indicate a lack of wise use of school time by the student. Failure to complete and return assignments will result in a reduction or grade or no credit given.

Late Work Procedure

Late Work- is defined as any work completed and turned in after a designated due date (this procedure applies to all assignments given). Sapulpa Middle School will follow the following procedures for late work:

Late work will be accepted each grading period. A teacher may choose to assign a late grade to work not turned in on the due date.

No late work will be accepted the last week of the grading period for each semester.

Student Retention

204.3 PROMOTION, RETENTION AND CLASSIFICATION FOR SECONDARY SCHOOLS (Approved 7-1-02)(Revised 10-10-11)(Revised 8-12-13)

A. Grades Sixth through Ninth:

1. Promotion - Students must meet the academic and attendance requirements to be promoted. Students are expected to turn in homework, study for and take the required tests, participate in learning activities in and out of the classroom and be responsible in their commitment to getting a quality education. Course requirements will be given to students at the beginning of the school year. Parents are invited to contact teachers early in the school year to get specific information and tips for a successful year.

2. Retention - Students with two (2) or more failing grades in core subjects will be considered for retention. A failing grade is defined as an AF@ or any grade point average below 1.0. The following are options for students at risk of retention:

a. Students may attend a supplemental academic program (i.e., summer school, Saturday Morning School, night school). To receive credit for a summer school program outside the school district, students will need prior approval

from the corresponding department chair and/or an administrator. After successful completion of a supplemental academic program, the retention status will be reviewed.

b. Students may apply to take a proficiency test. The test will be given once the core area failed. If a passing grade is made on the test, the retention status will be reviewed.

c. State attendance and retention laws will be applicable.

Student Promotion

Sapulpa Middle School has a promotion policy which follows Oklahoma State Law section 504.

Media Center

The Media Center is open each day from Advisory through the last hour of the school day, Monday through Friday, unless otherwise determined by the media specialist. Students may use the Media Center during their lunch period, if they obtain a pass from the media specialist prior to lunch.

Library materials may be checked out for two weeks. Failure to return library books on time will result in a .05 cent fine a day. Overdue notices are sent to students through their English teacher as a courtesy reminder. However, failure to receive the notice does not negate the fact that library materials are overdue. Lost and/or damaged materials will need to be replaced at replacement cost. If students do not clear their library account, access to PowerSchool may be blocked by administration.

There is no food or drink allowed in the Media Center. All school rules regarding computer use, Internet use, cell phones, etc. are also in effect while using the Media Center.

Lost/Damaged Books

Books that have been lost or damaged must be paid for in full. Students should pay the librarian and keep the receipt in case their book is found. Students should assess the condition of their books when checked out from the library.

Internet and Other Computer/Chromebook Privileges

Each student and parent/guardian must sign the Chromebook Agreement form in order to have access to the chromebook. Using the internet and chromebook is a privilege and each student is personally responsible for his or her own actions on the Internet. Unacceptable use or behavior will result in disciplinary action, which may include suspension and/or revocation of their Internet access service. [Chromebook Handbook](#)

Internet Access

The Internet is a wonderful and exciting tool for providing information to students and staff. The content scope of the Internet is as boundless as a user's imagination. Consequently, all the information and resources of the Internet cannot be classified as appropriate or educational for student use. Unacceptable Internet use will consist of, but is not limited to the following:

- Transmitting, accessing, printing, downloading or uploading any material that might be deemed pornographic, obscene, sexually explicit, indecent or vulgar.
- Transmitting, accessing, printing, downloading or uploading any material that might be deemed abusive, hateful, degrading, demeaning, derogatory or defamatory.
- Vandalizing, damaging, disabling or gaining unauthorized access to another person's property, file, data or materials.

- Accessing, printing, downloading, or uploading personal web pages.

Wide Area Network

Unacceptable use will consist of, but is not limited to the following:

- Vandalizing, damaging, disabling or gaining unauthorized access to the network resources
- All students must sign an “internet User Agreement Form.”

Students failing to comply with these guidelines will be subject to the discipline procedures of the school, which may include out-of-school suspension, alternative placement within the school or possible civil action.

Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the chromebook and computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school. A user violates this policy by his or her actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

~~Consequences:~~

~~A student who does not follow the chromebook/internet policy as stated above is subject to the following consequences:~~

~~First Offense- Reprimand~~

~~Second Offense- Detention~~

~~Third Offense- White List~~

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. Detentions will be held after school. Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate supervisor at the specified time with class work to be studied. Students who miss an assigned detention are subject to additional disciplinary measures, such as but not limited to: additional detention days, or overnight suspensions.

Lunch detention is a discipline to provide a mechanism for dealing with minor problems and many behavior problems that occur during the lunch time. Only the principal and assistant principal can assign lunch detentions.

Alternative In-School Placement (ADC)

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Student Suspension

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester/trimester and the succeeding semester/trimester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

For complete information regarding suspension and appeals please see Board policy 540.1 at www.sapulpaps.org

Sapulpa Municipal Juvenile Court

Sapulpa Middle School cooperates with local law enforcement in referring students who violate Oklahoma Law to the Sapulpa Municipal Juvenile Court. Cases referred to the court are generally those involving truancy, 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 fashion that attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending

pupils will have the necessary disciplinary action taken. Examples of public display of affection are kissing, sitting on lap, 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 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 on 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, 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. 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 urine test invalid by lab results, this is an automatic 1st, 2nd, or 3rd offense depending on timeline of activity student.

I. Medical Marijuana

The school district recognizes that safety is a paramount concern in all extracurricular activities, and students under the influence of marijuana may endanger the participation of other students. Therefore, a student extracurricular activities participant who tests positive for marijuana or its metabolites shall be considered in violation of this policy and subject to the loss of the privilege to participate in extracurricular activities even if the participant is in possession of a valid medical marijuana license.

J. Drug/Alcohol Violations outside of the Activity Policy

All drug/alcohol related incidents occurring outside of the student activity drug testing policy guidelines (544.1) will be considered a violation of the activity policy, and the student will proceed to the next step in the activity policy. For example, if a student has no prior offenses and is found to be in possession of drugs or alcohol at school, or is under the influence of drugs/alcohol at school, then the student will receive

consequences under the student activity drug policy's 1st offense, and be subject to possible school discipline.

Ferpa Rights

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

- 1) The right to inspect and review the student's education records within 45 days of the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes 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 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 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 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 | P a g e 500 Section Sapulpa Public Schools 2-2007 Education and which is reported annually using a fidelity checklist to submit to Safe & Healthy Schools Committee members;
8. Training school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.
9. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;
10. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;
11. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students, and involved school staff members;
12. School-wide training related to the provision of a safe school climate;
13. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District's policy and this regulation, the following definitions apply.

DEFINITIONS:

A. —**Bullying** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other 58 | P a g e 500 Section Sapulpa Public Schools 2-2007 characteristics. Bullying acts by students have been described in several different categories:

—**Physical Bullying** may include harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

—**Emotional bullying** may include the intentional infliction of harm to another's self esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

—**Social bullying** may include harm to another’s group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

—**Sexual bullying** may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. —**Threatening behavior** means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. —**Electronic communication** means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

D. The term —**at school** means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

E. In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. —**Good faith** is a state of mind consisting in honesty in belief or purpose or faithfulness to one’s duty or obligation

G. The term —**“discriminatory harassment”**, intimidation and bullying is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

APPENDIX B

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. When a student's behavior results in an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to “Principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. Violation of a school regulation
2. Immorality
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of the section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of the Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District’s policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts 1-4 above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

DISTRICT’S OBLIGATION:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. Tit. 57, *571), the principal shall conduct an informal conference **with** the student.
2. At the conference with the student, the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation 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 parents/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 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. 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 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 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 provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have a counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witness that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in

writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participation in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against the student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

“Extracurricular activities” include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

OUT-OF-SCHOOL SUSPENSION OR DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

- A. Introduction: This policy applies to the out-of-school suspension or other disciplinary removal of a child with a disability from the classroom. “Disciplinary removal” refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the School District, for a prescribed course of education.
- B. Definitions: For purposes of this policy, the following definition apply:
 1. “Controlled substance” means a drug or other substance identified under schedules I, II, III, IV, or V in section 202 © of the Controlled Substances Act, 21 U.S.C. 812 (c).
 2. “Illegal drug” means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
 3. “Substantial evidence” means beyond a preponderance of the evidence.
 4. “Weapon” means a dangerous weapon as defined by 18 U.S.C. 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

- C. Short-Term Out-of-School Suspension or Disciplinary Removal: The School District may suspend out of school or implement a disciplinary removal of a child with a disability for a period of ten (10) consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The School District will follow its policy and procedures for the out-of-school suspension of child without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The School district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.
- D. Long-Term Disciplinary Removal: The School District may implement the disciplinary removal of a child with a disability to an interim alternative educational setting for a period of 45 calendar days or less if the child:
1. Carries a weapon to school or to a school function under the School District's jurisdiction; or
 2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the School District's jurisdiction.

The child's individualized education plan ("IEP") or accommodation plan ("AP") team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the School District places the child will:

1. Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current IEP or AP, that will enable the child to meet his or IEP or AP goals; and
2. Include services and modifications designed to address the behavior that led to the placement change so that they behavior does not recur.

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

- E. Process for Implementing a Long Term Out-of-School Suspension or Disciplinary Removal: No more than ten (10) days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten (10) days when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten (10) school days during the school year, the School District will convene a meeting of the student's IEP or AP team. The team will:
1. Conduct a functional behavioral assessment of the child and implement a behavioral intervention plan to address the child's behavior if appropriate; or
 2. If the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior; and

3. Make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.
- F. Making a Manifestation Determination: If the IEP or AP team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, then the School District cannot suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the IEP or AP team determines that the behavior subject of disciplinary action is not a manifestation of the child's disability, then the School District may suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior. The IEP or AP team may determine that the child's behavior was not a manifestation of his or her disability only if the team:
1. First considers, as to the behavior subject to disciplinary action, all relevant information, including:
 - a. Evaluation and diagnostic results, including results or other relevant information supplied by the child's parent
 - b. Observations of the child; and
 - c. The child's IEP or AP and placement
 2. And then determines that:
 - a. As to the behavior subject to disciplinary action, the child's IEP or AP and placement were appropriate;
 - b. The special education services, supplementary aids and services, and behavior intervention strategies are provided in compliance with the child's IEP or AP;
 - c. The child's disability did not impair his or her ability to understand the impact and consequences of the behavior subject to disciplinary action; and
 - d. The child's disability did not impair his or her ability to control the behavior subject to disciplinary action.

If the IEP or AP team determines that the child cannot be suspended out of school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons. School District personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

- G. Continuing Educational Services: The School district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability under the IDEA, whether or not the child's behavior is a manifestation of his or her disability. The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his or her disability. The child's IEP or AP team will determine an appropriate educational program and

placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the School District's policy and procedures for the out-of-school suspension of children without disabilities.

- H. Stay Put: If a child's parent disagrees with the IEP or AP team's determination that the child's behavior was not a manifestation of his or her disability or with any decision regarding placement, the parent may request a due process hearing. The School District will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the School District has demonstrated that the child's behavior was not a manifestation of his or her disability in compliance with the standards set out in section F of this policy.

When a parent requests a due process hearing regarding:

1. The School District's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense;
2. An interim alternative education setting imposed by a hearing officer; or
3. The team's manifestation determination.

The child will remain in the interim alternative educational setting pending the hearing officer's decision or until the expiration of the time period identified for the placement (up to 45 calendar days), whichever occurs first, alternative educational setting for a drug or weapon offense or in an interim alternative education setting imposed by a hearing officer and School District personnel propose to change the child's placement after expiration of the interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement (the child's placement prior to the interim alternative educational setting), unless the following exception applies. If the School District personnel maintain that it is dangerous for the child to be in the current placement during the pendency of the due process proceedings, the School District may request in 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.

PERSONNEL REPORT

July 12, 2021

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>
Billy Gates	Teacher/TBD	August 11, 2021
Morgan Applegate	Teacher/TBD	August 11, 2021
Barbara Brown	Teacher/TBD	August 11, 2021
Tamara Andrews	Teacher/TBD	August 11, 2021
Kenneth Cole	Teacher/TBD	August 11, 2021
Jennifer Gruse	Teacher/TBD	August 11, 2021
Joshua Calvert	Teacher/TBD	August 11, 2021
Kari Childress	Counselor/TBD	August 11, 2021
Makayla Brown	Teacher/\$40,874.96	August 11, 2021
Dustyn Nail	Teacher/\$41,375	August 11, 2021
Matthew Strait	Teacher/\$40,022	August 11, 2021
Lindyanne Echeverria	Speech-Language Pathology Asst.	August 11, 2021
Tyler McGrew	Teacher/TBD	August 11, 2021
Tim Holt	Teacher/TBD	August 11, 2021

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Melissa Honeycutt	Head LK Teacher HPE/\$20 hr
Shay Miller	Head Latkey Teacher Freedom/\$20 hr

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Debbie Williams	Varsity Assistant Track Coach
Darlean Calip	9th Grade Girls Basketball Coach

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
*Bryan Warren	Virtual Coordinator	SHS Asst. Principal	July 01, 2021
*Amy Riff	Digital Curriculum Proj Mgr	Director of Accountability	July 2021

TRANSFER

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
DeEllen Bush	Kg Teacher	Art Teacher	August 01, 2021
Margaret Surber	SHS English Teacher	SJH Title 1 Teacher	July 01, 2021
Alyssa Wallace	SJH Title 1 Teacher	SHS English Teacher	July 01, 2021
Leslie Rice	SJH ACE Reading Teacher	SMS Title 1 Teacher	July 01, 2021
*Kim Leonard	SMS Asst. Principal	SHS Asst Principal	July 01, 2021
*Trent Hamilton	Bartlett Principal	SMS Asst Principal	July 01, 2021

FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
None			

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Denise Cravens	Teacher	June 30, 2021
Jennie Steele	Teacher	June 30, 2021
Kimberly Castaldi	Director of Accountability	June 30, 2021

PERSONNEL REPORT

July 12, 2021

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rachael Searles	Paraprofessional/TBD	August 16, 2021
Sarah Ellison	Custodian/\$11.68 hr	June 28, 2021
Shay Burris	Custodian/\$11.68 hr	June 28, 2021
Todd Scott	Custodian/\$13.59 hr	July, 01, 2021
Andrew Thomas	Football Asst Coach 8th Grade/\$2,400	July 01, 2021
Joshua Terrones	SPARK Summer Asst./\$10 hr	July 06, 2021

STIPENDS

<u>Name</u>	<u>Extra-Duty/Stipend</u>
Lacy Pool	Latchkey Assistant/\$11.96 hr

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Ken Zachary	Varsity Asst. FB Coach	Asst. FB Coach-9th	July 01, 2021
Shad Scorbrough	Asst. FB Coach-9th	Varsity Asst. FB Coach	July 01, 2021

TRANSFERS

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

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FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
None			

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Shay Burris	Custodian	June 14, 2021
April Reyna	School Cultural Liaison	June 20, 2021
Devin Swift	Paraprofessional	June 30, 2021
Aaron McColloch	Director of Communications	July 10, 2021
Katina Forrest	Latchkey Assistant	June 01, 2021