

SAPULPA HIGH SCHOOL

STUDENT POLICY HANDBOOK 2025-2026



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WELCOME TO SAPULPA HIGH SCHOOL

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

SAPULPA HIGH SCHOOL MISSION STATEMENT

**THE MISSION OF SAPULPA HIGH SCHOOL
IS TO CHALLENGE EACH STUDENT,
PROMOTE PERSONAL GROWTH,
AND PREPARE STUDENTS FOR THE FUTURE.**

EXPECTATIONS

Students are expected to:

1. Be on time to each class.
2. Bring the necessary tools for work: pencils, pens, papers, books, notebooks, charged Chromebook, etc.
3. Complete assignments on time to the best of your ability.
4. Ask for help when you need it.
5. Behave appropriately – any behavior that disrupts the educational process is inappropriate.

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

**SCHOOL COLORS
ROYAL BLUE AND WHITE**

SCHOOL EMBLEM

CHIEFTAIN HEAD

SCHOOL SONG

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

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

GENDER EQUITY STATEMENT

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

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

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

NON-DISCRIMINATION CLAUSE

Sapulpa Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, marital status, or veteran status, including antisemitism in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

IMPORTANT PHONE NUMBERS

Superintendent	224-3400
Principal	224-6560
Virtual Learning Lab	216-1500
Counselors	224-6560
Director of Pathways	224-6560
College and Career Coordinator	224-6560
GEAR UP Site Director	224-6560
Attendance Office and Assistant Principals	224-0770
Athletic Director	224-6826
Bartlett Academy	224-7958
Indian Education	224-9322
Cafeteria	227-0448
Nurse's Office	227-5796
Service Center	224-7089
Central Tech/Sapulpa	224-9300
Central Tech/Drumright	352-2551

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Sapulpa High School offers a full traditional educational experience along with other options that students may take:

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

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

ASBESTOS NOTICE

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

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

ASSEMBLIES

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

ATHLETIC EVENT BEHAVIOR

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

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

CAREER TECH ELIGIBILITY

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

CHEATING

Cheating will be considered any action or attempted action that may result in creating an unfair academic advantage or disadvantage for oneself or others. The penalty may be a zero for the assignment or test and no opportunity for makeup. Cheating could also result in disciplinary action.

CLASS OFFICERS

Each class level (sophomore, junior, and senior) has elected officers. **Applicants must abide by these rules and regulations**

- A. Have a cumulative 2.50 grade point average or better and no failing grades on transcript.
- B. Have a “C” average with no failing grades at the time of filing for office.
- C. Cleared by administration for conduct and attendance.

Student officers must abide by these rules and regulations

- A. Maintain a cumulative 2.50 grade point average or better.
- B. Maintain good conduct and attendance.
- C. Elected officers are required to maintain regular attendance at meetings.
- D. Elected officers who absolutely cannot attend a meeting or an event for any reason should report this personally to the sponsor prior to the meeting.
- E. Sapulpa students are limited to holding office in only **two (2)** clubs or organizations. Further, they are limited to being president in only **one (1)** club or organization. Students will not be limited to membership and participation in any number of clubs or organizations. Special permission to exceed these number limits may be granted by the principal.

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

CLASS RANK

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

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

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

COMMUNICATION WITH STAKEHOLDERS

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

CONCURRENT ENROLLMENT

Concurrent enrollment provides qualifying junior and senior students an opportunity to gain dual college and high school credit to meet graduation requirements. **To qualify, students must have a 19 ACT composite score (or a 3.0 unweighted GPA), and a 19 or above in the discipline sub-score and complete the required documentation obtained in the counseling office.** Concurrent enrollment courses taken for high school credit must be approved by a principal and counselor prior to the student's enrollment in the concurrent enrollment course. Students may be enrolled in no more than 19 hours between high school and concurrent enrollment. Sapulpa High School courses count as 3 hours per course. Students may be enrolled in 1 travel hour. Students will not receive credit for travel hours. All students must be enrolled in at least one course at Sapulpa High School. The student is responsible for providing the counselor with documentation of enrollment within the first nine days of the semester. If a student fails to attend class, take care of necessary fees, does not complete the course, or is consequently dropped from the course, the student will receive "F's" for each replaced class at Sapulpa High School. The grade will be calculated into the student's high school G.P.A. Students who are enrolled in the eleventh or twelfth grade may enroll in a maximum of nine semester credit hours during the summer session at a college or university prior to the junior or senior year of high school. All summer courses will be added to their transcript and calculated into the student's high school G.P.A.

Sapulpa High School Withdrawal Procedure for Concurrent Courses

Students enrolled in a concurrent course may withdraw from the course at any time during the semester. Students should be aware of the college's withdrawal policy. If a student is wanting to withdraw from a course, they must meet with a counselor to

complete the proper paperwork. The course must be replaced with one of the following options:

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

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

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

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

COUNSELORS

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

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

CREDIT RECOVERY

Students who have failed classes for high school credit may be eligible to pursue their academic requirements through online coursework. If make-up credits are needed to meet graduation requirements, a counselor will be available to assist the student in

determining an appropriate method for completing these requirements. For more information please refer to the Virtual Academy Student Handbook

DANCES

Students who attend school-sponsored dances must be currently enrolled at Sapulpa High School. Dances may require academic eligibility. High School students will be allowed to bring one guest to specified dances. Those guests must be at least a sophomore in high school and under 20 years of age. These dances will be announced in advance. All Sapulpa High School dances will be sponsored by school personnel and all school rules will be enforced, including dress code. **Once a student has entered the building for a dance, he or she cannot leave and re-enter that dance.**

DELIVERIES DURING THE DAY

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

DISCIPLINE

Detention

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

In-School Suspension (non-appealable)

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

Out of School Suspension (appealable)

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

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

EARLY DISMISSAL FROM SCHOOL

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

EARLY GRADUATION

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

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

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students must be successful in their class work if they wish to participate in any extracurricular contests or activities. Eligibility is checked on a weekly basis. If a student is failing any class for one week, he/she will be placed on probation. If that student is failing any class after two consecutive 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.) Students must be academically eligible to participate in any school-sponsored event or activity, including school dances, such as Prom.

FERPA RIGHTS

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

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

Directory Information

- A. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student’s record as “directory information,” and it will disclose that information without prior written consent:
 - 1. The student’s name;
 - 2. The names of the student’s parents;
 - 3. The student’s address;
 - 4. The student’s telephone listing;
 - 5. The student’s date of birth,
 - 6. The student’s class designation (i.e., first grade, tenth grade, etc.);

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

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

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

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

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

FIRE/TORNADO/SCHOOL SAFETY DRILLS

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

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

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

FLAG SALUTE POLICY

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

GANG ACTIVITY

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

GRADUATING WITH HONORS

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

GRADUATION DRESS CODE

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

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

The following attire is prohibited: Blue jeans, shorts, t-shirts, shoes that are not in good repair or dirty, and any unapproved accessories to the graduation cap and gown including, but not limited to: Hawaiian Leis, pins, and words or messages on caps.

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

Native American students may wear tribal regalia during graduation. "Tribal regalia" means traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Native American students wishing to wear tribal regalia need to contact the Indian Education office.

GRADUATION RECOGNITION

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

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

HALL PASSES

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

HAZING

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

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

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to

the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

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

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

IDENTIFICATION

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

IMMUNIZATION REQUIREMENTS

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

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

- 5 DPT 3rd immunization after the 4th birthday; if not they need 4
- 4 POLIO 3rd immunization after the 4th birthday; if not they need 4

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

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

Medical Exemption

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

Religious or Other Exemptions

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

INDIAN EDUCATION

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

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

INSURANCE

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

INTERNSHIP

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

LETTERING POLICY

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

LOCKERS

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

LOST AND FOUND

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

LOST OR DAMAGED BOOKS

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

LUNCH SCHEDULE

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

Sapulpa Schools takes pride in serving lunch to students who wish to stay on campus. Students can enjoy a hot lunch, fast food, salads, or even snacks.

MESSAGES FOR STUDENTS

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

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

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

Referral

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

Screening

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

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

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

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

Evaluation

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

Collection of Personally Identifiable Information

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

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

ONLINE EDUCATION (Sapulpa Virtual Academy)

The Sapulpa Virtual Academy is a blended approach to education that involves full or partial online delivery of content with some element of student control over the time, place, path, and/or pace of their learning. Any student wanting to enroll in a virtual course(s) at Sapulpa High School **must apply through their school counselor**. Applications will be reviewed by the Virtual Coordinator and acceptance is not guaranteed.

PARKING/VEHICLE REGULATIONS

Driving and parking on campus is a privilege, not a right, intended for students who observe vehicle regulations established for the safety and convenience of all. All students driving automobiles or motorcycles to school must have a current year parking permit. Students will need to complete a Parking Permit Application before they begin parking on campus. The application will be emailed out to all high school students.

The proper location for the parking permit is hanging from the rear view mirror so that a person outside of the vehicle can read it. If riding a motorcycle, the parking permit is to be placed on the saddlebag or the seat.

Students are required to park in designated student parking areas. Parking is first come, first served as there are no individual reserved spots. Students are reminded not to park in administration parking and handicap parking. Parking in handicap parking is enforced by SPD and is a mandatory citation. Students will be expected to drive into a parking space, not back into the space. There is no pull through parking. This policy also includes the pull through parking spaces in the back parking lot. Vehicles should be parked legally within the lines. "No Parking" signs must be observed. All drivers shall be licensed drivers and covered by insurance. Vehicles must have a current license tag.

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

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

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

PARTICIPATION STATEMENT - HIGH SCHOOL ACTIVITIES

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

Grades: (from the OSSAA Handbook)

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

A. Semester Grades

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

B. Student Eligibility During a Semester

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

C. Special Provisions

1. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.
4. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of rule 3, Section 1-a, for the end of spring semester.

Practice And Events

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

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

Participation Conflicts

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

- A. Whichever event is a state, division, conference, or playoff takes precedence over regular practice or competition. Example: Student involved in state chorus takes precedence over a basketball game.
- B. Competition always supersedes practice. Example: Student basketball game takes precedence over choir practice.
- C. Actual tryouts supersede practice. Example, tryouts for school play supersede basketball practice.
- D. In case of two competitions of equal status, the student will be able to make a choice. Example: Basketball game the same night as a choir contest. No penalty will be assessed due to student choice.

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

Travel

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

Dress And Behavior

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

PATHWAYS

The Pathways program offers students a personalized learning experience tailored to their career interests. It allows them to explore various career-related opportunities without the need to commit to a specific college major. Through this program, students can gain internships, workplace experiences, industry certifications, and build a portfolio to use when applying for college or jobs. They also have the flexibility to switch pathways if their interests change. This approach helps students discover what careers they are passionate about, as well as identify fields they may want to avoid. The goal is to let students explore their career interests more deeply without any limitations.

PETITIONS

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

PROGRESS REPORTS

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

PROM REGULATIONS

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

Students below the sophomore grade level are not eligible to attend the prom. Guests must be under the age of 20 to attend the prom. All students must be academically eligible per OSSAA guidelines. There are no refunds for students who do not meet all requirements.

Dress Code Requirements For Prom Dresses/Homecoming/Winter Court

- A. The skirt or dress shall not be indecent while sitting or standing and must be fingertip length. This measurement also applies to slits in dresses.
- B. No clothing which has “see-through” material or exposes undergarments in the area from the upper chest to the end of one’s fingertips when arms are held at the sides in a relaxed position will be allowed. “See-through material is acceptable for the arms, below fingertips, and neck/collarbone area.

- C. Two-piece dresses are acceptable as long as they do not expose the midriff area while standing or moving. This includes “cut-away” dresses where the bodice has pieces or sections cut out.
- D. Strapless and spaghetti strap dresses will be allowed if the bodice (top of the dress) is of modest cut. Special attention should be paid to V-cut bodices. V-cut bodices should be extremely modest in length.
- E. Backless dresses will be allowed as long as the cut is no lower than the waist and does not extend past your side.
- F. Please abide by all other dress code rules as listed in the handbook. Please pay special attention to the policy regarding see-through clothing, hats, sunglasses, facial piercings, hair color, etc.
- G. There is a great concern on the behalf of the Sapulpa Administration regarding appropriate dresses for our prom. Students are expected to use modesty and decorum in selecting prom dresses. When in doubt in determining the appropriateness of one’s dress, please contact school administration in advance of the event.
- H. Students, please remember that admittance into the prom will not be allowed if any dress code violations occur.

PUBLIC DISPLAY OF AFFECTION

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

QUEEN SELECTION

The Homecoming Queen and Winter-Spring Queen selection process will be one and the same. 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. Sophomores vote for sophomores, juniors for juniors, seniors for seniors.
- C. Nominations will be taken and a ballot prepared. The administration will review the list of nominees before their name appears on a ballot. Nominees who have had a serious discipline incident or who have been involved in several incidents or who have been involved in illegal activity may be excluded from the ballot.
- D. The Assistant Principal or sponsor in charge of queen selection will count all ballots.
- E. Two sophomore attendants will be elected by majority vote.
- F. Three junior attendants will be elected by majority vote.
- G. Five senior attendants will be elected by majority vote. The senior receiving the largest number of votes will be selected as the queen.
- H. If selection cannot be done on the first ballot, a run-off election will be held.
- I. Any student who serves as an attendant, escort, or Queen for Homecoming Court cannot be nominated for Winter Court of the same school year.
- J. If an attendant chooses not to accept, the next person in the ranking order will be selected.
- K. All escorts selected by the Queen and attendants must be approved by Administration.
- L. All participants must be academically eligible.
- M. All participants in Homecoming must have missed fewer than 8 charged absences during the first semester.
- N. All participants in Mid-Winter Court must have missed fewer than 8 charged absences during the second semester.
- O. An appeal for attendance may be granted by the administrative team for extenuating circumstances. Documentation may be required.

RECORDS/TRANSCRIPTS REQUEST

To request student transcripts Sapulpa High School uses Parchment Exchange. Students will be given access to Parchment through the Registrar's Office. Once access is given your account will be available to access at <https://www.parchment.com/u/registration/20247/institution>

REPEATING COURSES

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

RESTROOMS

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

SAFETY AND WELFARE OF OTHERS

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

If you are concerned about your safety or that of your friends or know of a threat to your school, please call law enforcement, call school administration, or submit a Vector Alert.

SCHEDULE CHANGES

Schedule changes for the next school year can be requested during the previous Spring enrollment period. Any changes made after the designated time can only be approved by administration for extenuating circumstances.

SCHEDULE CORRECTIONS

Schedule corrections will be limited to extreme circumstances. Circumstances which may warrant a schedule correction are as follows:

1. Academic misplacement
2. Schedule error
3. Adjustment to meet graduation, Oklahoma's Promise, or NCAA requirements
4. Completion of first semester activity (eg. athletics)
5. Concurrent enrollment in a college course

A schedule correction for any reason other than the above requires approval from administration. Students must fill out a schedule correction form from the counselor's office.

SCHOOL BUSES

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

Students who ride buses should follow these rules of behavior:

- A. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
- B. Students shall keep their hands, arms, and heads inside the bus.
- C. No shouting, roughhousing, or throwing objects on the bus or out the bus window is allowed.
- D. Bus riders are expected to be courteous to fellow students and the bus driver.
- E. No possession or use of tobacco, drugs, or alcohol 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.
- I. No public displays of affection are allowed.

SCHOOL CLUBS AND ORGANIZATIONS

Sapulpa Public Schools will annually notify all parents and students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification will be by means of the student handbook and school district's web site and must include the name of each club or organization, its mission or purpose, and the name of the faculty advisor if known.

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

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

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

SCHOOL DAY

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

SCHOOL TELEPHONE USE

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

SEVERE WEATHER

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

SKATEBOARDS/ROLLER BLADES/LASER LIGHTS

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

STUDENT EXCHANGE PROGRAMS

Foreign exchange students may be approved by the Superintendent for enrollment at Sapulpa High School if they and their host parents are a part of the American Field Service Inter-Cultural Exchange Program. Students from other exchange programs will be accepted for short term visitations with administrative approval and only under special circumstances. Sapulpa High School will be limited to a total of 2 foreign exchange students in any school year.

STUDENT GRADE CLASSIFICATION

Grades Ten through Twelve:

- A. Student grade classification will be determined by the number of credits obtained at the end of the current school year or at the end of the current summer school, if applicable.
- B. Credits:

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

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

Students without an ID badge during the school day will be issued a temporary ID sticker by the attendance office. For each issued temporary student ID sticker, the student will be scheduled to serve a detention before the next school day; continued use of the temporary ID sticker will result in more severe consequences.

The purpose of a student ID is for the immediate identification of enrolled students. Student IDs are not to be covered with pins, stickers, pictures or any other objects, nor should they be altered in any way. In the event that the student ID is lost, damaged, or unusable for any reason, the student will be responsible for a replacement student ID at a cost of \$5. Replacement lanyards can be purchased for \$2.

Disciplinary consequences will result if a student wears another student's ID. Possession of another student's ID is strictly prohibited.

STUDENT OFFICERS

Due to the immense workload and extensive responsibilities students take on, Sapulpa High School places a limit on the number of offices any student may hold for a club or organization. Sapulpa students are limited to holding office in only **two (2)** clubs or organizations. Further, they are limited to being president in only **one (1)** club or organization. Students will not be limited to membership and participation in any number of clubs or organizations. Special permission to exceed these number limits may be granted by the principal.

STUDENT SEARCH

A student, their bag/purse, their car, and/or their locker will be subject to a search when there is reasonable suspicion to believe that the student may have in his possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, stolen property, any items that are prohibited by school policy (tobacco products, vapes/dab pens etc.), or other contraband. Refusal to allow a search could result in a long-term suspension. Student searches may be conducted by school administrators while students are on any school property (including a school bus) or

while attending school functions, in town or out of town. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

TECHNOLOGY USAGE

Sapulpa High School provides every student with a chromebook for use in the classroom and at home. All activity on the chromebook is the responsibility of the student to whom it was checked out. Any inappropriate behavior committed on the chromebook, whether the action is taken at school or otherwise, will be the complete responsibility of the student the chromebook is checked out to. Students could face disciplinary action when using their Chromebook inappropriately and continued misuse of the Chromebook could result in a student only being allowed use of a Chromebook while at school. School Chromebooks are not private devices. The District and system administrators have access to email and network accounts.

TELEPHONE AND/OR ADDRESS CHANGES

If a student or parent/guardian has a change in address, phone number, or email please notify the attendance office. Changes must be made by a parent/guardian through the front office.

VALEDICTORIANS/SALUTATORIANS

1. Selection of valedictorian

- a. To attain the status of valedictorian, a student must have earned at least eight (8) credits in a weighted course during the 9th-12th grade and/or concurrent enrollment core classes.
- b. Valedictorian status will be based on grade point average and ACT/SAT composite score. The grade point average must be a minimum 4.250 and will be determined at the end of the seventh semester. Students must also achieve a single-test composite score of 24 on the ACT or 1220 combined score on the SAT I. The ACT or SAT test needs to be a state or national test taken by February of senior year.
- c. All letter grades received during the first seven semesters of high school will be used in determining GPA. This includes activity credits, local summer school, concurrent enrollment, and career-tech grades.

d. Student attendance and conduct records will be considered in the determination of valedictorian recognition.

2. Selection of commencement speaker

- A. One student will speak at commencement as a representative of the valedictorians.
- B. Valedictorians who wish to speak at commencement will submit their speech.
- C. The speaker will be determined by a committee consisting of High School staff and administration.
- D. If the selected speaker is absent from commencement or fails to meet the requirements listed, the speaker will be the student who placed second in the selection process.

3. Selection of salutatorians is based on the same criteria as the valedictorians with the exception that salutatorians will be those students with a grade point average from 4.000 to 4.249 by the end of the seventh semester.

VISITORS DURING THE DAY

Parents are always welcome! The school policy is to accept only those visitors who have legitimate business at the school. Classroom disruptions are strongly discouraged and will be allowed only under extreme circumstances. If a parent would like to visit a classroom for a specific purpose, permission from the principal is needed.

All visitors MUST use visitor parking and report to the main office to receive clearance to be in the school buildings. Student visitors will not be allowed to be in the classes during class time.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Sapulpa High School is as follows:

- A. Authorization for withdrawal: the parent or legal guardian must accompany the student and show identification to the attendance clerk. If parents are divorced, custody papers must be provided.
- B. Withdrawal form shall be obtained in the Attendance office.
- C. Withdrawal forms must be signed by (a) all teachers, (b) librarian, and (c) counselor. All books and school property need to be turned in at the time of withdrawal.

- D. The student is to return to the Attendance office with the completed withdrawal form. Your transcript and immunization record can then be obtained from the registrar. All financial obligations must be cleared before final withdrawal.

CLUBS AND ORGANIZATIONS, SPONSORS, DUTY ASSIGNMENT

Club/Organization	Sponsor	Purpose
Academic Team	Ford	To promote academic competition and participation
Art Club	McClanahan	To promote the visual arts
Band	Yokum	To promote the instrumental arts
Blue Blazed Marvels	G. Myers	To promote the vocal arts through music
BPA	Wiebe	To promote future business leaders
Color Guard	Howerton	To compete and participate in the visual arts
Debate/NFL	Braswell	To compete and participate in the art of speech and debate
eSports	McElyea	To promote teamwork and competitiveness through video games
FCA	Hendrickson	To enhance education through the spiritual process shared by various athletes
FCCLA	Greenfeather	To promote community involvement in schools
FFA	Rose	To promote the agricultural sciences
GSA	Lloyd	Everyone is welcome to this safe space of discussion and friendship
NASA	Pickering	To promote and encourage cultural awareness
JROTC	Col. Shannon	To promote teamwork, leadership, and patriotism
Key Club	Greer	To promote civic participation in schools
NAACP		To promote cultural awareness

National Honor Society	Lloyd	To encourage and promote academic excellence
Ping-Pings	Heritage	To promote the visual arts through dance
Spanish Nat'l Honor Society	Leaton	To promote academic excellence in Spanish
Student Council	Bussert	To promote school wide student participation
Thespian Society	Braswell	To promote the arts through drama
Yearbook	Lloyd	To promote and document a positive school culture
CLASS SPONSORS		
Senior Class	Greer	To promote and organize Senior class activities
Junior Class	Hayes	To promote and organize Junior class activities
Sophomore Class	Reavis	To promote and organize Sophomore class activities

HS VARSITY SPORTS	HEAD COACH
Football	Timothy Holt
Girls Fastpitch/Slowpitch Softball	Magen Coldiron
Girls & Boys Cross Country	Debbie Williams
Girls Volleyball	Corey Harp
Girls Basketball	Darlean Calip
Boys Basketball	Chris Wallace
Wrestling	Will Evans
Boys & Girls Golf	Abby Boren
Boys & Girls Tennis	Karma Ludlow
Boys & Girls Track	Nick Williams

Baseball	Steve Irvine
Girls Soccer	Lori Arundell
Boys Soccer	Adelolapo Sobowale
Cheerleading	Lindsay Hurst

School Board Policies

204.2 PROFICIENCY BASED PROMOTION (Revised 5-20-13)

Double promotion is discouraged and will only be permitted in unusual circumstances and must have the recommendations of the principal, teacher, and elementary curriculum coordinator with agreement by the parent(s) or guardian. When double promotion is considered the following factors will be evaluated.

- Standardized test scores (Advanced)
- Emotional stability
- Social Development
- Whether or not the academic needs of the student can be met at the present grade level
- Mastery on a grade level Proficiency Based Promotion assessment (Will be available during the months of August and May only)
- Principal/teacher/elementary coordinator recommendation
- Final approval by Superintendent

207. HOME SCHOOL OR NON-ACCREDITED SCHOOL ADMISSION AND CREDITS EARNED (Revised 5-7-01)(Revised 5-7-07)

- A.** The District welcomes enrollment of students who have been students in non-accredited schools and who have been home schooled. Students enrolling in the District from non-accredited schools and who

have been homeschooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that grade the student by the standards of this District=s curriculum and Priority Academic Student Skills adopted by the Oklahoma State Board of Education. Test results will be maintained for at least one calendar year.

- B. Students entering the District from non-accredited schools or who have been homeschooled will be required to take academic tests administered by District personnel. The tests will measure the student's mastery of Priority Academic Student Skills and will be written. Pending receipt of such test results, the administration may allow the student to attend school in a designated alternative or temporary setting.
- C. The administration will determine the approved tests which will be used to implement this policy.
- D. Grade and course enrollment will be based upon results of placement tests and any other testing information and/or education records deemed to be relevant by the administration. Parental recommendations will be considered, but the District will not be obligated to place a student in the grade or course which the parent believes is appropriate. A parent who disagrees with the placement decision of the school may present a written objection for inclusion in the student(s) permanent folder, and may ask the Board of Education to review those objections. Any review of a placement decision by the Board will be limited to determining whether this policy was substantially complied with by the administration. Such review will not include a review of the merits of the placement decision by the administration. If the Board determines that this policy has not been substantially complied with, then the student(s) placement will be remanded to the administration for compliance with this policy. The decision of the Board, however, will be final and non-appealable.
- E. Students desiring to enroll in grades 9 through 12 will provide documentation of completed courses, and the student will be administered tests for all core courses to determine whether high school credit will be recognized. Tests for electives may also be required. The District will not grant high school credit in core subjects of English, mathematics, science, social studies, and foreign languages merely because the student successfully completed such courses in non-accredited schools or through home schooling. High school credit will be granted only if the student scores a grade of at least 60 percent on Priority Academic Student Skills testing. Students will be administered the test corresponding to the last course of a core subject

sequence noted on the transcript or record prepared by the non-accredited school or by the homeschooling parent.

- F. Course enrollment of high school students will be made on the basis of the administered core subject tests, foreign language placement tests and elective tests, if any.
- G. Upon successful completion of the first trimester in the high school, credit will be given for elective courses taken at the non-accredited schools or through home schooling upon presentation of acceptable documentation of course completion or, if believed to be appropriate by the administration, through applicable testing.
- H. Only grades earned from another high school accredited by the State Department of Education of Oklahoma or another previous home state will be used in computing grade point averages. Credits that the administration accepts from a non-accredited school or through home schooling will be recorded as either a pass or a fail on District records. Only students earning credits in accredited school districts will be eligible for senior class grade point average recognition at graduation.
- I. Placement exceptions to the above regulations may be made at the discretion of the building principal or the Superintendent of Schools, but such discretion must be based upon placement tests, parental recommendations, educational records and other testing information deemed relevant. For children with disabilities, the child's IEP or accommodation plan team will make individualized decisions concerning appropriate placement information and enrollment issues.
- J. Students enrolling from a school in a foreign country will have the transcripts of their completed work reviewed by standards determined to be relevant by the administration, and credits will or will not be granted on the basis of such a review.

210. ACADEMIC LETTER (Approved 11-5-84) (Revised 7-10-06)(Revised 10-10-11)(Revised 5-14-12)

The intent of this policy is to recognize the students who achieve academic excellence and encourage more students to reach higher levels of learning.

- A. All grades on the transcript will count toward the academic letter.
- B. The grading scale to be used is as follows:

A=4, B=3, C=2, D=1, F=0

The grading scale to be used for weighted courses will be as follows:

A=5, B=4, C=3, D=2, F=0.

- C. The first award will be issued after the second semester of the sophomore year, and will be based on the cumulative grade point. The next award will be issued after the second semester of the junior year and will be based on the cumulative grade point. The next award will be issued after the second semester of the senior year and will be based on the cumulative grade point. The next award will be issued at the end of the senior year for the seniors who have not met the criteria before.
- D. The following grade points will be used to determine eligibility:
 - 1. After first semester 10th - 3.8
 - 2. After first semester 11th - 3.7
 - 3. After first semester 12th - 3.6
 - 4. End of 12th - 3.6
- E. The first award at whatever grade level achieved will be a letter. A bar, which can be attached to the letter, will be awarded each following year the student earns the GPA at his/her respective grade level.
- F. Students earning an academic letter will be recognized at the Academic Awards Banquet in the spring and at graduation.

210.1 SAPULPA HIGH SCHOOL WEIGHTED GRADE SYSTEM (Approved 11-6-2000)(Revised 6-14-10)(Revised 9-14-10)

- A. Rationale for a Weighted Grade Scale
 - 1. Encourage enrollment in college prep courses.
 - 2. The weighted grade scale will assist in developing a more accurate point average for computing rank in class, scholarships, and valedictorian and salutatorian.
- B. Criteria

1. Each academic department should develop at least one advanced course which is college level in content. These courses will be eligible for the weighted scale.
2. A review committee composed of the high school principal and the academic department heads shall recommend the courses for the weighted scale, monitor these classes, their requirements and grade distribution. The principal shall serve as chairman of the committee.
3. The review committee recommendations shall be made directly to the Superintendent or his designee.
4. The recommended grading system for honors/PreAP/AP courses electives will be a 5.0 scale (A=5.0,B=4.0,C=3.0) for each approved weighted course taken and passed with a "C" grade or above.
 5. The following courses are to be weighted:
 - a. Pre-AP Algebra II
 - b. Pre-AP Trigonometry
 - c. Pre-AP Analysis
 - d. AP Calculus AB
 - e. Pre-AP English II
 - f. AP Literature and Composition
 - g. AP Biology
 - h. Pre-AP Chemistry I
 - i. Pre-AP Physics
 - j. Pre-AP Spanish III & IV
 - k. AP Language and Composition
 - l. AP US History
 - m. AP Government
 - n. AP World History
 - o. Honors Advanced Studies III & IV
 - p. Honors Debate III & IV
 - q. Pre-AP Biology I
 - r. Honors Academic Team III & IV
 - s. Pre-AP English I
 - t. AP Modern European History
 - u. Honors Digital Electronics
 - v. Honors Civil Engineering and Architecture
 - w. AP Chemistry
 - x. AP Art
6. At Sapulpa High School, honors/Pre-AP/AP weighted grades can be accumulated in grades 9-12.

**210.3 HIGH SCHOOL CREDIT FOR 6TH-8TH GRADE COURSES (Approved 5-4-09)
(Revised 6-14-10)(Revised 6-13-11)(Revised 3-12-12)(Revised 2-11-13)**

The following high school courses taken at either the middle school or the junior high school are approved for high school credit by the Sapulpa School Board: Algebra I, Art I, Fundamentals of Technology, Drama, Music Appreciation, Spanish I and Spanish II. Sapulpa High School will honor the credit(s).

All high school courses taken at the middle/junior high school level will be automatically placed on the high school transcript unless notice is provided to the student's middle/junior high school principal by the student's parent(s) or legal guardian(s) by June 15th of the student's completed 9th grade school year. Once a course and grade is posted on the high school transcript, it will not be removed.

In accordance with the Achieving Classroom Excellence Act (ACE), it should be noted that Algebra I taken at the middle school level will not count towards the three units of mathematics required for graduation, beginning with ninth-grade student enrolled in the 2008-2009 school year. If a student completes any required courses in mathematics prior to ninth grade the student may take any three units in grades nine through twelve.

221. HIGH SCHOOL GRADUATION REQUIREMENTS (Revised 4-12-12)(Revised 5-14-12)(Revised 8-8-16)

This recommendation is based on the latest requirements handed down from the State Department of Education.

A. Required Subjects

4 units of English Grammar and Composition -
American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I)

3 units of math (including Algebra I)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 unit of Oklahoma History and .5 unit of American Government)

1 unit of Fine Arts. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

1 unit of Computer Education. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

8 electives

B. Required units

Units required for graduation: Effective 2010-11

State Department of Education	23
Sapulpa Public Schools	23

Students will receive credit for Driver Education.

C. Statewide Student Assessment System Effective July 1, 2016

For the 2016-17 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12

For students entering the ninth grade in the 2016-17 school year, each student must take the assessments included in the statewide student assessment system for 2016-17 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

For the 2017-18 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12
- Assessments may be administered in Reading and Writing in certain grades as determined by the Board.
- A nationally recognized college and career readiness assessment (CCRA) may be administered at no cost to the student as recommended by the State Department of Education and contingent on the availability of funds.

For students entering the ninth grade in the 2017-18 school year, each student must take the assessments included in the statewide student assessment system for 2017-18 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

COLLEGE Preparatory/Work Ready GRADUATION REQUIREMENTS

OKLAHOMA'S PROMISE

A. Required Subjects

4 units of English Grammar and Composition – American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I and two additional Lab Sciences courses of a higher level) For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Of the three units or sets of competencies of laboratory science required, one must be a life science meeting the standards for Biology I, one must be a physical science meeting the standards for Physical Science, Chemistry, or Physics and one must be from the domains of Physical Science, Life Science, or Earth and Space Science with content and rigor above Biology or Physical Science.

3 units of math (including Algebra I and two additional math courses of a higher level)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 unit of Oklahoma History and .5 unit of American Government)

2 units of the same Foreign Language or Computer Science

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Concurrently enrolled courses, Advanced Placement courses that are approved for college admission are allowed to meet the 1 additional unit or set of competencies.

1 unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

6 electives

B. Required units

Units required for graduation:	Effective	2010-11
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State Department of Education	23
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Sapulpa Public Schools	23
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Students will receive credit for Driver Education.

488. SEXUAL HARASSMENT (see procedure page)(Revised 8-2-99)

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Sapulpa School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board Members of the School District with regard to the issue of sexual harassment:

- A. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including Board Members and school volunteers.
- B. A Student means any person who is enrolled in any school or program of the School District.
- C. In the case of an employee of the School District, A sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by one employee towards another employee which (1) is made an explicit or implicit term or condition of an employee's employment, or (2) is used as a basis for employment decisions affecting that employee, or (3) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
- D. In the case of a student of the School District, A sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
- E. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment or vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
- F. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
- G. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the Superintendent, Deputy Superintendent, principal, assistant principal, or any Board Member of the School District. If the report of an incident needs to be 400

Section made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any above designated persons. All such reports should state the name of the alleged harassing student, employee or applicants involved, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

- H. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
- I. The Superintendent, Deputy Superintendent, principal, assistant principal, and any Board Member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
 - 1. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or Board Member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
 - 2. take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
 - 3. keep the individual who is allegedly being sexually harassed reasonably apprized, to the extent allowed under federal state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
 - 4. conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

5. based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

J. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

489. GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES) (Approved 7-7-97) (Revised 4-3-06) (see procedure pages)

A. Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
2. Grievant: Any person enrolled in or employed by the Sapulpa Public Schools who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
3. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil

Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

4. Respondent: The person alleged to be responsible for the ~~violation~~ alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
 5. Day: Day means a working day when the School District=s main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.
- B. Pre-filing Procedures - Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.
- C. Filing and Processing Discrimination Complaints
1. The Grievant submits a written complaint to the Coordinator, as applicable, stating, the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
 2. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant=s requested action; and (c) outline alternatives.
As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity

of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

3. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
4. Within five days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives the Respondent's answer.
5. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
6. Within five days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
7. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator within five days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
8. Within five days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.

9. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee=s decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
 10. Within five days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
 11. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
 12. The applicable Coordinator will notify the Board of Education, in writing, within five days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
 13. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within five days of the meeting, the Board will issue a final decision in writing to all parties involved.
- D. General Provisions
1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 120 days.
 2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, or disability.
 3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee.

Complaint records shall be maintained on file for three years after complaint resolution.

4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
7. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

540.1 STUDENT BEHAVIOR AND SUSPENSION (Revised 5-07) (see procedure pages)

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device

24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

SAMPLE DISCIPLINARY OPTIONS:

Detention - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

Alternative In-School Placement - Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

STUDENT SUSPENSION:

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester/trimester and the succeeding semester/trimester for all other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT - OF - SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities- and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of

a firearm shall result in out-of-school suspension as provided in the District's policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts a-d above. However, no education plan shall be necessary for acts which fall within part "5" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligation:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT - OF - SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit.57, ' 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected.

Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative

options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-school Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester/trimester and succeeding semester/trimester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date, indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports - The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal - A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

A direct appeal to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.

- b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property: or
- b. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.
3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT - OF - SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline

unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

540.1.3 STUDENT DRESS CODES (Approved 3-6-06)(Approved 9-12-17)

The Sapulpa Board of Education has established a dress code to allow students to express themselves while establishing a positive, safe, and inclusive learning environment. Our dress code is designed to foster a positive, respectful, and inclusive learning environment. We encourage students to express their individuality while maintaining attire appropriate for a school setting, promoting focus on education and mutual respect.

General Guidelines

Generally, dress and grooming standards are determined by the students and their parents. The only requirements the board of education insists upon are the students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will materially and substantially disrupt or interfere with a student's education, school activities, or create a health or other hazard to the student's safety or the safety of others. Clothing should reflect respect for oneself, peers, and the school community.

1. Attire that students must wear:

- Tops: Properly fitting shirts, blouses, sweaters, or polo-type shirts that cover the front, back, chest, and midriff. Designs and graphics should be school-appropriate, avoiding offensive or disruptive content.
- Bottoms: Pants, jeans, skirts, or shorts that are well-fitted and appropriate length (skirts and shorts should reach fingertip length.)
- Footwear: Safe, closed-toe shoes or sandals (e.g. sneakers, flats, casual shoes).

- Outerwear (when worn): Jackets, hoodies, or coats that adhere to the same standards of appropriateness as other clothing.
- Accessories (when worn): Jewelry and accessories should be safe and non-distracting. School IDs and lanyards when required.

2. Attire that students are not allowed to wear:

- Clothing with offensive, violent, or inappropriate language, images, or symbols (e.g., promoting drugs, alcohol, hate speech, and/or anti-Semitic hate speech).
- Revealing clothing, such as crop tops, low-cut shirts, or sagging pants that expose undergarments. Holes and/or rips above the fingertip length.
- Pajamas, slippers, or other sleepwear, including blankets, are prohibited unless approved for a special event.
- Costumes or attire that disrupt the learning environment, unless permitted for a school-sponsored activity.
- Footwear that poses a safety risk.
- Any item that obscures the eyes, face, or ears.
- Hats, caps, bandanas, stocking caps, or hoodies covering the head, while in the building. Exceptions will be made for religious, medical reasons, and/or special events.
- Facial and body piercings that disrupt the educational process or endanger the health and safety of students.

540.1.4 PROHIBITING POSSESSION OF DANGEROUS WEAPONS IN SCHOOL
(Approved 4-13-92)
(Revised 4-8-97)

- A. In order to provide a safe environment for the students and staff of the Sapulpa School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.
- B. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Sapulpa School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.
- C. For the foregoing reasons and except as specifically provided in paragraph J below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
- D. For purposes of this policy, a possession of a dangerous weapon includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.
- E. A dangerous weapon includes, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife regardless of the length or sharpness of the blade, any pen knife, a credit card knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person. THE FOREGOING LIST OF DANGEROUS WEAPONS IS DESCRIPTIVE AND BY WAY OF

EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS.

- F. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.
- G. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.
- H. If the Principal or designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:
 - 1. Immediately investigate the matter and contact the police or campus security, if appropriate.
 - 2. If not already confiscated by an employee of the Sapulpa School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
 - 3. Notify the Superintendent of Schools or designee.
 - 4. Notify the student=s parents.
 - 5. Cooperate fully with the police.
 - 6. Attempt to transfer confiscated weapon to the police department, if feasible.
- I. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Sapulpa Public Schools.

- J. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent of Schools, is required.
- K. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.
- L. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION (Approved 1-13-03)(Revised 4-9-12)(Revised 11-11-13)(see procedure page)

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's

bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 *et seq.*, the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

STUDENT BULLYING PREVENTION AND INTERVENTION

Procedures

In furtherance of the Board's policy regarding student bullying prevention and intervention, the District shall require Prevention and Intervention Strategies, as described below, based on building data, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis.

The District's "Prevention and Intervention Strategies" referenced above include, but are not limited to:

1. Including prohibitions and guidance concerning bullying in the District's Behavior Response Plan;
2. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such programs identified by the State Department of Education;
3. A school survey to determine the prevalence of bullying, which will take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and
4. Establishment of a Safe & Healthy Schools Committee for each school site (K-12) as mandated by the School Safety and Bullying Prevention Act. The Safe & Healthy Schools Committee will consist of at least ten (10) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. Each Safe & Healthy Schools Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the Board in promoting a positive school climate. The Committee will study the District's policy and currently accepted bullying prevention programs (available on the State Department of Education website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii)

improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

5. The development, posting, and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by District policy;

6. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;

7. Inclusion of grade-appropriate, research-based bullying prevention curricula in prekindergarten through high school grades, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to Safe & Healthy Schools Committee members;

8. Training school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.

9. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;

10. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;

11. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students, and involved school staff members;

12. School-wide training related to the provision of a safe school climate;

13. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, training and individual interventions, which may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District's policy and this regulation, the following definitions apply.

DEFINITIONS:

A. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts.

Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories:

"Physical Bullying" may include harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional bullying" may include the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

"Social bullying" may include harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student

or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

“Sexual bullying” may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether

or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

D. The term “at school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

E. In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. “Good faith” is a state of mind consisting of honesty in belief or purpose or faithfulness to one’s duty or obligation.

G. The term “discriminatory harassment, intimidation and bullying” is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION REPORT FORM (Revised 4-9-12)(Revised11-11-13)

The Board of Education expressly prohibits any form of bullying behavior by students at school as well **as active or passive support for acts of bullying**. In addition, the Board of Education prohibits bullying behavior by students that does not occur at school, but which causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure.

In Addition:

Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to district policy. Any accusations confirmed to be false will be removed from the falsely-accused student’s file.

Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of student bullying behavior.

Any person may report an issue of bullying or harassment

Today's date: ____ / ____ / ____ School Site: _____

PERSON REPORTING INCIDENT (optional)

Please indicate your relationship to the target of the bullying (e.g. Parent, teacher, school staff member, etc.)

Name: _____ Relationship _____

Telephone: _____ E-Mail: _____

1. Name of student victim: _____ Grade ____ Sex ____ Race ____

Name (s) of alleged offender (s) _____ Grade ____ Sex ____ Race ____

Name (s) of alleged offender (s) _____ Grade ____ Sex ____ Race ____

Name (s) of alleged offender (s) _____ Grade ____ Sex ____ Race ____

Date and Time of the Incident (s): _____, _____, _____, _____.

Location of Incident (s) _____

(Off school property, athletic event, hallways, cafeteria, classroom, gymnasium, playground, school bus stop, any school sponsored activity, off campus, etc.)

List all witnesses including students and faculty or staff. If Witnesses are NOT students, please include contact information if possible:

Witness: _____ Witness: _____

Witness: _____ Witness: _____

2. Describe in detail the actions or behaviors that you interpret as intentional acts of bullying or harassment. *The list may include but not be limited to:* Cyber/social network bullying, social isolation or exclusion, physical threats or acts of violence, intimidation, name calling, rumors or slander, taking another person's property

Place an X next to one of the following:

3. Do you have copies of cyber bullying? Social Network pages, written threats, etc.

☐ No ☐ Yes, but are not attached with this report ☐ Yes and are attached with this report

4. Did Physical Injury result from this incident:

☐ No ☐ Yes, but it did not require medical attention. ☐ Yes, and it required medical attention

5. Was the student victim absent from school as a result of this incident?

☐ No ☐ Yes How many days? _____

6. Has a complaint relevant to this incident been filed before? Where: _____

With Whom: _____ When: _____

7. Has a formal police report been filed with the Sapulpa Schools Campus Police, Sapulpa Police Department or Creek County Sheriff's Office? ☐ Yes ☐ No

8. If yes, please provide the Police Report Number. _____

NOTE: If the bullying/harassment include physical assault and battery or sexual assault or battery, threats to kill, or threats that include a weapon, then the Sapulpa School Resource Officer must be notified for preparation of a formal police report.

SAPULPA PUBLIC SCHOOLS
BULLYING INVESTIGATION SUMMARY

Sapulpa Public Schools Board Policy 540.1.7 (Excerpt)

"Require school administrators to identify the appropriate personnel to document, investigate, and review all reports of bullying they receive."

Step 1: Assignment for investigation to site administration

Date Received: _____ Investigator's Name _____

Documentation:

- | | |
|--|--|
| ☐ Written statement of student victim available | ☐ Obtained copy of police report if |
| ☐ Written witness/bystander statements your | ☐ Written summary of investigation with |
| <i>both victim and/or alleged offender</i> | conclusion |
| ☐ Written statement of alleged offender investigation to | ☐ Interview and/or notification of |
| ☐ Written statement of school nurse if applicable | parents/guardians |
| ☐ Review of any medical information | ☐ Intervention Plans – |
| ☐ Collected and examined any physical evidence if available | Victim Offender |
| | Bystander School Community |
| | ☐ Follow up Report (See Step 2) |

A copy of the Original Report Form, attachments of copies of all written statements, a narrative summary of your investigation conclusions, written correspondence with parents (if applicable) and a copy of the School Intervention *Plan taken to address the problem shall be filed at the school site.*

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

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need students in school every day so that we can provide the instruction they need to be successful. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)
2. Site based Incentives

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

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

We also understand that extenuating circumstances may result in the student missing more than 7 days per semester. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step:

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

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

C. ABSENCE CATEGORIES

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.
2. Verified Absences: These are absences in which a parent has called the attendance office verifying that their child will be absent. They could be for the following reasons:
 - Personal or family illnesses
 - Medical appointments
 - Legal matters, including service on a grand, multicounty grand, or petit jury *
 - Extenuating circumstances deemed necessary by the principal
 - Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. . No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and

not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests.) No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES

A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts. A student who is 15 minutes or more late to class will be classified as being absent.

E. HALL PASSES

Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

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

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

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

G. CHRONIC ABSENTEEISM

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

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

Sapulpa Public Schools promotes an environment for instructional learning that is safe and secure. The District recognizes the importance of electronic tools as

communication and e-learning tools. When used appropriately, these tools can significantly enhance Sapulpa Public Schools teaching and program effectiveness. Therefore, in order to foster digital citizenship, students and staff are required to practice appropriate and responsible use.

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

540.2.2 BUILDING PASSES

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

Students having appointments off campus during class time should have their parents notify the office by phone to receive their building pass. Notes are not

accepted. If a student leaves the campus without checking out through the attendance office, his/her absence will be recorded as a truancy.

540.6 STUDENT PERSONAL ELECTRONIC DEVICES (Approved 10-2-89)(Revised 9-10-01, 11-14-11, 6-8-15, 7-8-25)

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW

541.1 DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES (Approved 10-3-05)(Revised 4-7-08, 8-08-16)(see procedure page)

Sapulpa Public Schools will comply with the requirements of Federal and State laws and regulations when it seeks to implement the disciplinary removal of a child with a disability. These requirements are outlined in the Special Education Discipline Procedures Manual (see Procedure Page 541.1)

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

- A. Any student using, under the influence of, in possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.
- C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

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

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

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

from school or academic sanctions will be imposed for violations of this policy.

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

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

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

B. Definitions:

1. **Activity Student** means a member of any junior high or high school Sapulpa 500 Section Sapulpa Public Schools 2-2007 Public District sponsored extra-curricular organization which participates interscholastic competition. This includes any student that represents Sapulpa Schools in any extra-curricular activity in interscholastic competition, such as FFA, FCCLA, Academic Team, Band, Vocal, Ping, Cheerleader, Speech/Debate, JROTC and Athletics.

2. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
3. **Random Selection Basis** means a mechanism for selecting activity students for drug testing that:
 - a. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
 - b. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.
4. **Illegal drugs** means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. Illegal drugs includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. Illegal drugs shall also include alcohol.
5. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term performance-enhancing drugs does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
6. Positive when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
7. **Reasonable suspicion** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

C. Procedures:

Each Activity Student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or

custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities.

The consent requires the activity student to provide a urine sample and/or hair follicle (a) when the activity student is selected by the random selection basis to provide a urine sample and/or hair follicle; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students will also be chosen by an outside agency on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use or drug use affect by that particular student. All activity students will be tested prior to participating in their respective sport, activity and/or competition.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Sapulpa Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with appropriate privacy measures taken. The principal shall designate a school employee of the same sex as the student to accompany the student to a restroom or other private facility with appropriate privacy measures taken. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal

sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

D. Confidentiality - The laboratory will notify the principal or designee of any positive test. To keep the positive test results confidential, the principal or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or to the lab. The Sapulpa Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

E. Consequences - Any Activity Student who tests positive in a drug test under this policy or under policy 544.1 "ILLEGAL AND ILLICIT DRUGS AND ALCOHOL shall be subject to the following restrictions:

1. For the First Offense:

a. The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director/sponsor, and principal concerning the positive drug test. At this time the student will be suspended from participation in all regularly scheduled school sanctioned events or competitions for 20% of the season with a two event minimum. Multi event competitions such as tournaments will be counted as one event per day. These consequences will be imposed for all activities in which the student is currently involved. In order to continue to practice/train in the activity the student and parent/guardian must, within five (5) school days of the joint meeting, be enrolled and participating in Sapulpa Public Schools drug education classes. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. The cost of this test will be absorbed

by the student and/or his/her parent/guardian. If parent/guardian and student agree to these provisions, the student will continue to practice/train in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

b. These restrictions and requirements shall begin immediately, consecutive in nature. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

2. For the Second Offense: A meeting will be scheduled with the student, parent/guardian, athletic director/sponsor, and principal concerning the positive drug test. At this time a complete suspension from participation in all extracurricular activities for 60 school days will begin. The student may continue to practice/train with the activity following all requirements of the coach/director. The student will be required to submit to three drug tests during the 60 day period and must complete a Sapulpa Public School approved drug counseling program. The cost of the testing and the counseling program will be paid by the student and/or his/her parent/guardian. If the student fails one drug test, is determined to be on violation of policy 544.1, or fails to complete the counseling program this will be considered a third offense and will be subject to the guidelines in this policy.

3. For the Third Offense: A meeting will be scheduled with the student, parent/guardian, athletic director/sponsor, and principal concerning the positive drug test. At this time a complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for one calendar year (12 consecutive months). At this time, the activity student will be placed on probation and will be required to provide a urine sample on a monthly basis for a period of 1 calendar year. The time and date will be unknown to the student and determined by the principal/athletic director or designee. The costs of these tests will be absorbed by the student and/or his/her parent/guardian. If the activity student fails one (1) urine drug test during the 1 year probation period, he/she is suspended from all extracurricular participation for the school career.

If the activity student completes the 1 year probation period with 100% clean urine samples and no questions of tampering, the student is eligible to be reinstated to the

activity at the discretion of the coach/director as a second offender in the Sapulpa Public Schools Student Activity Drug Testing Policy.

4. The effective timeline for students to be held accountable for each subsequent offense is the remainder of their high school career. Example: If a student commits a first offense in the eighth grade and is randomly tested again in the tenth grade with a positive result, then the second offense is considered to have occurred and the consequences listed in this document will be enforced.

F. Refusal to Submit to Drug Use Test A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

G. Tampering If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. If tampering is determined and/or if an attempt to make urine test invalid by lab results, this is an automatic 1st, 2nd, or 3rd offense depending on timeline of activity student.

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

A. Purpose

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

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:

- a. "Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

- b. "Parent" means a parent, a court appointed guardian or a person having legal custody.

C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.
2. Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.
3. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.
4. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.
5. The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

6. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.
7. Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:
 - a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
 - b. Procedures for administration, documentation, handling and storage of medication; and
 - c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.
8. Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.
9. Students who are able to self administer specific medications, such as inhaled asthma medication, or use specialized equipment, such as an inhaler, may do so provided such medication and special equipment are transported and maintained under the students' control in compliance with the following rules:
 - a. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
 - b. The parent must provide a written authorization for self administration of medication.
 - c. Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of

self-administration of medication and/or use of specialized equipment.

- d. The written authorization will terminate at the end of the school year and must be renewed annually.
- e. If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.
- f. Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- g. Students will not be allowed to self administer:
 - 1. Narcotics;
 - 2. Prescription pain killers;
 - 3. Ritalin; and
 - 4. Other medication hereafter designated in writing by the District.
- h. Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.
- i. Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.
- j. The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.

10. Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- a. Student name (affixed to the container);
- b. Ingredients;
- c. Expiration date;
- d. Dosage and frequency;
- e. Administration route, i.e., oral, drops, etc.; and
- f. Other directions as appropriate.

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

11. Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- a. Student name;
- b. Name and strength of medication and expiration date;
- c. Dosage and directions for administration;
- d. Name of the licensed physician or dentist;
- e. Date, name, address and phone number of the pharmacy.

12. The parent must provide and maintain the supply of prescription medication for the student.

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

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

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

931. INTERNET ACCEPTABLE USE POLICY (See also copyright Policy Statement; Use of Technology and Equipment) (Approved 9-7-04)(Revised 4-9-12, 6-8-15)

PURPOSE STATEMENT Sapulpa Public Schools The Independent School District No. 33 of Creek County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, to expand informational and communication resources in furtherance of the District's goal of promoting student learning and educational excellence. The expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District, patrons, and other affiliates. The District may provide these technology resources and/or allow students to use their own personal technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational, instructional, and administrative purposes. This policy outlines the users rights and responsibilities that are assumed with use of the District resources.

The Internet provides access to vast storehouses of information and instant communication with millions of people all over the world. Material is available on the Internet that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions, such as firewalls and content filters, to restrict access to inappropriate material. Under no circumstances are the users to attempt to bypass the firewalls, and/or content filters. All information system and technology resource users (students, staff and Board members) will be held responsible for appropriate use of the resources as outlined in policy and procedures. Inappropriate use or abuse of District and/or Personal technology resources shall result in disciplinary action.

There shall be no legitimate expectation of privacy or right of privacy in any use of District resources, including access to District technology resources through Personal technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of District and/or Personal technology resources.

Electronic communications are considered part of the District's business records and are subject to the provisions of the Open Records Act, Title 51, O.S. §24A.1. The

District believes that the value of the information and interaction available on the Internet outweighs the possibility that students and employees may procure material which is not consistent with the District educational goals. While it is impossible to control all material available on the Internet, the District has installed filtering software to block material deemed inappropriate. This filter is in compliance with the Children's Internet Protection Act. Filtering guidelines are driven by educational need and access

to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. The efficient operation of the network relies upon the proper conduct of the end user and the user's adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical, and legal utilization of network resources. If a District user violates any of these provisions, the user's account will be terminated and future access could be denied.

Network and Internet Access - Terms and Conditions

ACCEPTABLE USE The use of the District system, whether by students, faculty, guests, or staff, will be monitored by district personnel and must be in support of education and consistent with the educational objectives of the District. The transmission or receipt of any material in violation of United States or state law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the District is prohibited. This includes, but is not limited to:

- a. **Libels**, meaning making a false statement about a specific individual, which tends to harm the individual's reputation.
- b. **Promotes group defamation and hate**, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, handicapped condition, or advocates illegal conduct or violence or discrimination toward any particular group or people. This includes racial and religious epithets, slurs and abuse.
- c. **Displays or promotes unlawful products or services**, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minor.
- d. **Disrupts school operations**, meaning material which, on the basis of past experience or based upon specific instances of actual, or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
- e. **Contains material which is vulgar, lewd, indecent, or obscene**, meaning material which, taken as a whole, (1) an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language and (2) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

PARENT/GUARDIAN CONSENT FOR STUDENTS In order for a student to gain access to the District system, the student's parent/guardian must be provided a copy of

the Network and Internet Acceptable Use Policy and sign the Student Internet/Computer Release Agreement requesting that his/her child be given Internet access under the terms and conditions described in this policy. Parents/guardians may withdraw their consent at any time. There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value, or does not meet with the particular values of the families of the student. The District system contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that students will not be exposed to inappropriate material through their use of the Internet. Therefore, the District believes that parents/guardians bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents/guardians to discuss with their children what material is and is not acceptable to access through the District system.

PRIVILEGE OF USE The District Network and Internet access is a privilege afforded to students, staff, and employees of the District. Inappropriate use as defined by the terms of this agreement may result in a cancellation of those privileges and/or disciplinary actions. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's Information Technology Director or Administrative representative to be inappropriate under particular facts and circumstances.

INAPPROPRIATE OR EXCESSIVE USE Each system user will comply with all District policies governing Network and Internet access and to abide by generally accepted rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students, guests, or staffs who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:

1. **Appropriate Language:** Do not use abusive language in messages to others. Be polite. Do not use obscene, profane, vulgar, rude, or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
2. **Student Safety Usage:** Do not reveal personal contact information about yourself or another person. This information includes telephone numbers and addresses. Do not use the Internet to arrange meetings with persons met online. Users will promptly disclose to the teacher, Information Technology Director, or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The user will also recognize threatening behavior as cyber bullying. The user will not become a victim or perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be

perpetrating cyberbullying will be disciplined appropriately. Teachers will implement age appropriate activities and/or dialogue which will address appropriate online behavior.

3. Electronic Mail: Electronic mail (e-mail) is not a private communication. The District and system administrators have access to e-mail, e-mail accounts, and network activity. Accessing personal, home email accounts and/or use of social media should not interfere with the performance of an employee's duties. Messages relating to or in support of illegal activities may be subject to criminal penalties.

4. Network Resources: System users should not use the network in a way that will disrupt the use of the network for other users. The network is to be used for educational, professional, and career development. Storage of personal files on district resources is discouraged.

5. Non-Educational Media: Students are prohibited from transferring non-educational media through the District network. This includes, but is not limited to: software, games, video, and music (MP3 files). The downloading or use of software products that are used for data capturing is strictly prohibited.

6. Personal Equipment: Users are not allowed to use personal equipment (including laptop computers) to access the District's network without prior permission from the Information Technology Department. However, guest network access will be available to students enrolled in online courses or other visitors attending professional meetings. Individuals who are given permission to use personal equipment to access the guest network agree to waive any right to privacy which may exist in any file, data, E-mail, or other information that may be contained on the hardware.

7. Servers: There are many servers available for use throughout Sapulpa Public Schools. When server use is appropriate, students/staff will be advised as to how to access the server and will be given appropriate credentials. It is a violation of law to access or attempt to access servers without authorization. Violations will be criminally prosecuted.

8. Intellectual Property: In order for the District to encourage compliance with copyright law related to software, users shall not install any software, update, or copyrighted works without receiving explicit written permission from a member of the Information Technology Department.

LIMITATION OF LIABILITY The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for damages which you may suffer through use of the District system, or the Internet, including, but

not limited to, loss of information or files or interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for financial obligations, which may be incurred through use of the District system.

SECURITY Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual accounts and should take precautions to prevent others from accessing those accounts. Under no conditions should a user provide his/her personal password to another person. If a potential security problem has been identified on the District system or the Internet, the District Administrator must be notified immediately. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

VANDALISM Vandalism of District hardware, software or the system itself will result in cancellation of privileges and/or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or actions that disrupt, or "crash" all or a portion of the District's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

INAPPROPRIATE MATERIAL Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

1. Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and when an average person, applying contemporary community standards would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

3. Vulgar, lewd, or indecent material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religion, gender, age, national origin, veteran status or disability. This includes racial and religious epithets, slurs, insults and abuse.

6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

APPLICATION AND ENFORCEABILITY The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.

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

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

Reasonableness

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

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

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

Refusal to Submit to Search

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

Reports

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

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

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

- A. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc. as applicable. Thus, although students have privacy rights in their locker contents against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time and for any reason.
- B. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing, or

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

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

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

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