

SOPER ISD

HOME OF THE RED BEARS

(580)345-2211



STUDENT HANDBOOK

2022 - 2023

*Look at education as a
journey where you get to create
your own map.*

Contents

Board of Education.....	5
School Administration.....	5
Telephones.....	5
Web Page.....	5
To the Students of Soper School	6
TO THE PARENTS:	6
PHILOSOPHY FOR SOPER PUBLIC SCHOOLS	7
ATTENDANCE AND TARDINESS	8
Excessive Absences:.....	8
TRUANCY	8
Tardiness: Consequences	9
Admissions	9
Student Check-out Policy	9
USE OF TOBACCO PRODUCTS.....	10
24/7 POLICY - TOBACCO USE PROHIBITED	10
Vaping	11
ALCOHOL AND OTHER DRUGS.....	11
RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL.....	11
Drug Policies	12
Random Drug Testing Policy for Extra-Curricular	12
Violation Consequences	13
Possession Drug Policy for General Population.....	13
Violation Consequences	13
WEAPONS	16
VEHICLES AND PARKING	16
TELEPHONES	16
Cell Phones	17
Pets	17
VISITORS	17
CLASSROOM DISCIPLINE	17

POLICY ON DISCIPLINE AND CONTROL OF STUDENTS.....	17
Soper Public Schools Discipline Policy	17
DAMAGE TO SCHOOL PROPERTY	18
IMPROPER EQUIPMENT	19
BUS STUDENTS	19
4 th – 12 th Grade DRESS CODE	19
BOY-GIRL RELATIONSHIP	20
SCHOOL SOCIALS (Class Parties and Prom)	20
ASSEMBLY PROGRAMS	20
ACTIVITIES EVENTS POLICY	20
PEP RALLIES	21
LOST AND FOUND.....	21
DESIGNATED AREAS BEFORE SCHOOL AND AT NOON	21
HALL PASS.....	21
ATHLETIC AND ACTIVITY ELIGIBILITY	21
Attendance	21
Scholastic Eligibility.....	21
STUDENT RETENTION.....	22
SEMESTER GRADES.....	23
SEMESTER TESTS	24
INSURANCE	24
ACCIDENTS.....	24
ILLNESS AND MEDICATION	25
FEVER POLICY	25
IMMUNIZATION RECORDS	25
MINIMUM IMMUNIZATION REQUIREMENT	25
IMMUNIZATIONS.....	25
FIRE DRILLS.....	27
TORNADO DRILLS.....	27
LOCKDOWN DRILLS	27
INTRUDER DRILLS	28

ADDITIONAL DRILLS:	28
CITIZENSHIP	28
CLASSROOMS.....	28
TEXTBOOKS	28
CLASS REGULATION	28
SOPER SCHOOL GRADING SYSTEM.....	28
PASSING AND FAILING	29
PROGRESS REPORTS	30
VALEDICTORIAN AND SALUTATORIAN	31
CONCURRENT COLLEGE – HIGH SCHOOL ENROLLMENT	32
OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP) - OKLAHOMA’S PROMISE	32
TESTING PROGRAM.....	33
TRANSCRIPTS.....	33
SCHEDULE CHANGES	34
CHANGE OF ADDRESS	34
Transfer students.....	34
WITHDRAWAL	34
SCHOOL WITHDRAWAL	34
THE LAW SAYS	34
Parent-teacher Conferences	34
KIAMICHI AREA CAREER TECH STUDENTS	34
Cafeteria	35
CLASS AND ORGANIZATION MEMBERSHIP AND POLICIES.....	35
CLUBS AND ORGANIZATIONS	35
NATIONAL HONOR SOCIETY	36
4-H CLUB	36
SUSPECTED CHILD ABUSE REPORTING POLICY	36
REPORTING PROCEDURE.....	37
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	37
McKinney-Vento Definition of "Homeless"	38
Parents Right-to-Know Teacher and Paraprofessional Provisions	39

No Child Left Behind Act of 200139

ANNUAL NOTICE TO PARENTS.....39

 SPECIAL NOTICE TO PARENTS WHEN TEACHER DOES NOT MEET QUALIFICATIONS39

ACTIVITIES POLICY.....40

INTERNAL ACTIVITIES REVIEW COMMITTEE MEMBERS:40

BUS RIDER RULES.....40

ATHLETIC PHYSICALS41

SEXUAL HARASSMENT41

LOCKERS41

THE SCHOOL BULLYING PREVENTION ACT42

DISABILITY HARASSMENT.....42

 NONDISCRIMINATION NOTIFICATION.....43

SOPER SCHOOL TERMS AND CONDITIONS FOR USE OF INTERNET.....45

 INTERNET - TERMS AND CONDITION.....46

 INTERNET ACCESS AGREEMENT47

Important Information for Parents About Meningococcal Disease and Meningococcal.....48

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WEB PAGE

<http://www.soperschools.com/>

TO THE STUDENTS OF SOPER SCHOOL

This handbook has been prepared for your convenience. In it, you will find basic philosophy, policies, and practices, which have been developed to ensure you an orderly, productive, and pleasant school year.

We solicit the cooperation of students, teacher, administrators, parents, and guardians to honor the rules, traditions, customs, and ideas found herein. This document is available online at <http://www.soperschools.com/> or a hard copy may be obtained by request through the front office.

The Soper Board of Education

The administration and faculty of Soper School extend you a cordial welcome. We solicit your cooperation in our efforts to make your school year profitable and happy.

Read the contents of this handbook, share it with your parents, and keep it so you may refer to it during the school year. It has been prepared to provide information frequently used by students, faculty, and parents and patrons. Its primary purpose is to aid students in the selection of courses, to set forth the requirements of graduation, to acquaint students with educational opportunities available through the school program, and to provide the basic philosophy and policies of our school.

An education is more than a privilege. It is an obligation to yourself, your community state, and nation. As an individual, we do not have the right to neglect our education, since to do so imperils the rights and freedom of others. It is evident, more than ever before, that it has become more and more difficult to succeed without an education.

Care in planning your high school courses will pay big dividends later. Your future adjustment and success in college or in a job depends largely on your adjustment and success in school.

It is your own life you are building, and cannot afford to do less than your very best.

TO THE PARENTS:

The home is the greatest single influence upon students. It is here that they establish their first habits, ideals, and attitudes. The school is not a substitute for a good home. It is only through cooperation on the part of the school, parents, and community that the child will receive the greatest benefits.

You are urged to make every effort to see that your child attends school regularly and punctually. Irregularities in attendance tend to develop poor habits and attitudes toward school and life in general.

You will have a better knowledge of your school and what is expected of your child if you will refer to this handbook frequently. Please feel free to discuss with teachers and administrators any problems, which arise.

School Colors – Red and White

School Emblem and Mascot – Red Bear

PHILOSOPHY FOR SOPER PUBLIC SCHOOLS

The purpose of the Soper School System is to provide guidance and instruction for each student to become a contributing, self-supporting member of an ever-changing democratic society. Students are encouraged to develop the following attributes

1. An awareness of his or her potential as well as his or her limitations
2. Acceptance of self
3. Confidence in his or her own feelings
4. An acceptance of society
5. The capability to adapt to both his or her own needs and the needs of his or her associates
6. Self-Sufficiency vocationally and as a consumer
7. Literacy
8. Capability to advance in academic, vocational, and cultural interests.

Ideally, the school climate will provide an environment in which faculty and students can experience mutual acceptance, respect, appreciation, and trust. Teachers and administrators should consider themselves co-workers, supporting each other as they strive to fulfill the educational objectives of the school in an atmosphere which recognizes the rights and dignity of each individual. Considering the maturity of the individual student and the nature of the educational process, the school will provide practice in democratic principles, emphasizing these rights as well as individual responsibility. Such an atmosphere is possible when the student's needs are central to every decision or activity in the school.

Keeping these individual needs in perspective and with the ultimate goal of student education, the school is flexible enough to utilize new concepts and traditional methods to promote the best learning situation possible for the subject matter and individuals being taught. We recognize that processes to develop the elements of rational thought should be used in every part of the curriculum. At the same time, the teacher is viewed as an organizer of learning activities, a motivator, a resource person who attempts to provide the opportunity for each student to develop his unique abilities and interest at his or her own rate, and a utilizer of the best available instructional methods meaningful to the students.

In a world of change, the most important content is "learning to learn." Learning to think must be included as a vital part of the curriculum. The basic skills (thinking, reading, writing, listening, and arithmetic) are among the priorities as content in the school. Other aspects of the school content must include socialization skills, understanding of self, responsible conduct, understanding and appreciating the world in which the student lives, and "survival skills." It is understood that any content selected is merely a vehicle for the achievement of educational goals.

If the school and the students are successful, the student will be able to use effectively their rational powers to make appropriate choices. They will have an awareness and an acceptance of their potentialities and limitations as a functioning, adapting member of society in which they are literate and self-sufficient in their vocation and as a consumer.

ATTENDANCE AND TARDINESS

All students arriving at school after posted start time will be counted tardy or absent if over 15 minutes.

Three tardies constitute an absence.

Excessive Absences:

Two absences within the first 4 weeks of school or 4 absences within the first 9 weeks of school are a few examples of what can be considered excessive.

Parents and students are encouraged to contact the school if you know you will be absent, as long as the circumstances allow.

A Truant Officer will be given the information necessary to contact the parents in person to determine why their child or children have not been at school.

No more than 9 absences are allowed per semester unless it is determined by the administrator of the student that extenuating circumstances exist. **More than 9 absences could result in receiving no credit for the semester.**

Read the Truancy section to understand completely the importance of attending school regularly.

All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

- A. No excused or unexcused absences will be given
- B. Each class period will be considered separately

Any examination or test (announced during the student's presence in class or a scheduled nine weeks or semester) which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he or she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and being aware of the scheduled test, then the test shall be administered to him or her one day following his or her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

TRUANCY

Students who are absent from school without the knowledge and consent of their parents or who leave school without permission from the office are considered truant. Truancy will be just cause for some definite action to be taken through the principal's office. An absence because of truancy is unexcused.

The laws that govern truancy (70 10-105 and 70 10-106) state that a parent is required to contact the school whenever a child misses all or part of a day of school. The school is required to contact the district attorney's office when a child has missed all or parts of four (4) days in a week period of time or has missed all or part of ten

days (10) during a semester without a valid excuse. If the school is not happy with the attendance and the excuses for those absences, the school will refer the student to the DA's office where charges will be filled against either the parents or the child as stated in 70 10-106.

Tardiness and Arrival Time

Students are tardy to class if they are not in the classroom when the tardy bell rings. Tardies are discouraged and shall result in disciplinary action being taken by the teacher in charge. As part of Soper School's philosophy to help students become ready for society, it is important that the school helps students learn the importance of being punctual.

Three (3) tardies equal one absence.

Tardiness: Consequences

Consequences determined through Administrator conference.

ADMISSIONS

All children between the ages of five (5) years on or before September 1st, and twenty-one (21) years on or before September 1st shall be entitled to attend school free of charge in the District in which they reside. Provide that children who have reached the age of four (4) years on or before September 1 of the school year may be admitted to kindergarten classes after readiness screening if the District's class size permits.

STUDENT CHECK-OUT POLICY

NOTE: *Administrative authorization means permission has been granted by the parent or guardian in advance to checking a student in or out of school.*

Checking Students Out

1. A parent or guardian must check out a student unless it is with administrative approval for another designee to do so on behalf of the parent or guardian.
2. Means by which a student can be checked out of school will be as follows:
 - Parent or guardian checking a student out in person
 - Parents will be allowed one call check-out per semester.
 - Through administrative means whereby the administrator will fill out the checkout sheet in lieu of the parent or guardian.
3. Parent or guardian checking out their child does so with the understanding that the student is **leaving school property**.
4. Students must leave school property once they are checked out. If for any reason a student returns to school, they must check back in through the office if it is during normal school hours.
5. Students are not allowed to be checked out to attend an activity during the school day that is on school property, i.e., baseball, softball, or basketball game unless the parent or guardian will be present with them during this activity.

6. When any student is checked out, they are no longer the responsibility of Soper Public Schools and become the sole responsibility of the parent or guardian checking them out of school.
7. Students who have been checked out shall not drive another student from campus unless authorization is given by the parents, guardians, or administrator(s) to do so.
8. Students leaving school without properly checking out is subject to disciplinary action by the administration or a designee.

This policy is subject to change by the administration in order to enhance its effectiveness for the safety and well-being of students.

USE OF TOBACCO PRODUCTS

No students will be allowed to possess or use tobacco products on school property, at school-sponsored activities, or while being transported to or from school-sponsored activities.

Soper School Policy Dated July 7, 1986.

24/7 POLICY - TOBACCO USE PROHIBITED

The Soper Board of Education recognizes that the use of tobacco has been shown to be like to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following.
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to a building used primarily as residences
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking.
3. "Use" is defined as lighting, chewing inhaling, or smoking any tobacco as defined within this policy.
4. "Staff" includes, but not limited to, full-time, part-time, and contract employees.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco on, in, or upon any school property. Students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated, and disciplinary actions will

occur. Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined

Reference: 63 O.S. § 1-1522, et seq.
20 U.S.C. § 6083

Vaping

Vaping has become one of the more popular ways to consume both tobacco and marijuana. But, as with anything, with popularity comes added attention to the potential risks. The school does not know which or what is in the e-cigarettes. With this in mind, it is treated with more attention. Very little tolerance will be afforded to students who use or have this product at school.

ALCOHOL AND OTHER DRUGS RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL

Under the Drug-Free schools and Communities Act Amendments of 1998

1. Illegal and Illicit Drugs and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- b. Students are prohibited from using, being under the influence of possessing, furnishing, distributing, selling, conspiring to sell, or possess of being in the chain of sale or distribution of alcoholic beverages, low-point beer, illegal or illicit drugs, or other mood altering substances at school, while on school vehicles, or at any school-sponsored event.
- c. "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.
- d. Violation of this rule will result in the imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- e. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

2. Necessary Medications

- a. Students may not retain possession of or self-administer any medication at school for any reason.
- b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- c. Violations of this rule will be reported to the student's parents by the principal and may result in a discipline which can include suspension.

3. Distribution of Information.

- a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
- b. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell, or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer, illegal or illicit drugs, or other mood-altering substances on school property, including vehicles, at school-sponsored or authorized activities, or while being transported to or from school-sponsored or authorized activities, "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.

Drug Policies

It is the desire of the Board of Education, administration, and staff that all students refrain from using or possessing alcohol, illegal drugs, or performance-enhancing drugs of any kind. The goal of these policies is to ensure the safety and wellbeing of all students that attend Soper Public School and to promote habits that are conducive to a healthy lifestyle. In order to help promote and help ensure this desire comes to fruition, Soper School has developed a Drug Policy that includes random drug testing, for students who are part of and participate in extracurricular activities. And provides a policy pertaining to all students who might choose to possess alcohol or illegal substances on campus.

Random Drug Testing Policy for Extra-Curricular

This policy will apply to any student who chooses to participate or be a member of an extracurricular school organization or team in grades (9-12). Before students are allowed to be a member of such a school team or organization the student and their parent or legal guardian are required to sign and submit a consent form acknowledging the right to random test their child. Periodically throughout the school year, there will be random drug tests for our extracurricular students. (FFA, FCCLA, Sports Teams, etc.) Also if the school administrators have reasonable suspicion that a student might be violating the drug policy, those students will be subject to testing. These tests will be conducted by professionals from a local health clinic. If the initial test comes back negative, your student is cleared to participate in any extracurricular activities if the initial test comes back non-negative it will be sent to a laboratory to retest the specimen, to confirm that the initial test is valid. Upon receiving a non-negative initial test the Parents or Legal Guardians will be notified that their student's sample is being sent to the laboratory for a retest and confirmation. Parents will have the opportunity to appeal the results by submitting documentation from a licensed doctor or physician that could give an explanation of why the test came back positive. The Administration will provide this information to the laboratory for review. The laboratory test and their professional opinion after the review of the appeal will be final.

Violation Consequences

Refusal to Test- Student who refuses to test randomly or on the basis of reasonable suspicion will be considered a positive test.

First Offense- Student will be suspended from participating in any type of extracurricular (game/competition, scrimmage, field trips, etc.) for the next two consecutive events. They will also have to receive counseling, and they will be required to participate in every remaining random test for the remainder of the school year.

Second Offense- Student with a second offense in the same school year will be suspended from participating in any type of extracurricular (game/competition, scrimmage, field trips, etc.) for four consecutive events. They will be required to attend counseling. If the student is a transfer, the transfer will be revoked immediately.

Third Offense- Student with a third offense in the same school year will not be able to participate in extracurricular activities or be part of Athletic teams for the remainder of their school career at Soper.

****Note:** Offenses for violating the random drug testing is not cumulative from year to year, but the consequences can be cumulative from one sports season to another or from one school year to another in order to fulfill the suspension requirements.

Possession Drug Policy for General Population

This policy will apply to all students at Soper Public School. This policy has been set in place to help ensure that your student comes to a safe and drug-free school environment. Possession could be but is not limited to students having illegal drugs or alcohol on campus either in the vehicle they drove to school, their lockers, bags, jackets, etc. If a student is in possession of an illegal substance or alcohol, there is always a possibility that they could have intentions of distributing the substances to other school students or individuals. We have put this policy in place and use K-9 unit to help us deter students from bringing these substances to school in order to keep our entire student body safe from the harmful effects and consequences that dealing with these type of substances can have on individuals.

Violation Consequences

First Offense- Student will be suspended from school for a period of 36 school days and will lose all rights to participate in any extra-curricular events, or trips, and lose any privileges that may occur during that time period. The student will also not be able to attend any school activities hosted here at Soper during that time period. If a student is a transfer student, the transfer will be revoked immediately.

Second Offense- Student will be suspended for 72 school days and will lose all rights to participate in any extra-curricular events, trips, etc. and lose any privileges that may occur during that time period. The student will not be able to attend any school activities during the suspension that are hosted here at Soper. A student could potentially be placed in Alternative Education if Administration deems it to be in the best interest of the student in violation and in the best interest of the student body.

Repeat Offenders- Students who violate this policy multiple times whether in the same school year or who potentially are repeat offenders in separate school years could be subject to long-term suspension or being placed in a different educational environment or some form of alternative education system in order to educate the student and in order to ensure we continue to create the safest learning environment we possibly can here at Soper Public School.

****Note:** In order to fulfill suspensions the consequences can be cumulative and carry over from one school year to the next or from one semester to the next.

Soper Public School Consent Agreement for Drug Testing (9TH -12TH)

Student Name (print) _____

Grade _____

As a student:

- I understand and agree that participation in athletic and extra-curricular activities are privileges that may be withdrawn for violations of the Soper Public School Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that if I refuse to take a random drug test, it will be considered the same as a positive test result.
- I understand that this agreement is binding while I am a student at Soper Public School and without this signed consent form I will not be allowed to join any extra-curricular team or organization.

Student Signature _____ Date _____

As a parent/legal guardian:

- I have read the Soper Random Drug Policy and understand the responsibilities of my son/daughter as a participant in extra-curricular activities at Soper Public School.
- I understand that my son/daughter will be subject to random drug testing by submitting urine samples to test for illegal drugs and alcohol.
- I understand this agreement is binding while my son or daughter attends and participates in any extra-curricular event, team, or organization.
- I agree that my son or daughter can be tested randomly and that this agreement is binding while my son/daughter is a student at Soper Public School, and that failure to sign this consent form will result in my son/daughter not being eligible to join any extra-curricular teams or organizations.

Parent or Legal Guardian Printed Name

Work Phone #

Parent or Legal Guardian Signature

Date

WEAPONS

Dangerous weapons, including, but not limited to firearms, are a threat to the safety of the students and staff of the Soper Schools. 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. Possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon, while on school property including vehicles, at school-sponsored or authorized activities or going to or from school-sponsored or authorized activities is prohibited. For purposes of this policy, “possession of a dangerous weapon” includes but is not limited to, any person having a dangerous weapon:

- On his or her person;
- In his or her locker;
- In his or her vehicle;
- Helped by another person in violating school, state, or federal policy on weapons; or
- At any place on school property, including vehicles, at school-sponsored or authorized activity with such person’s knowledge of the weapon’s location

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air-gun, or spring-gun, BB-gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, blade or knife of any kind, dart, icepick, explosive, smoke bomb, incendiary device, sword cane, hand chains and any replica of facsimile thereof or any item which is used to threaten harm or is used to harm any person.

State laws require a one-year suspension for any student found with a firearm.

VEHICLES AND PARKING

Students who drive to school must park in the gymnasium parking lot (west side). You are NOT ALLOWED to park any other place on or off school property. Students will NOT DRIVE DURING THE NOON PERIOD or at any other time during the school day unless they have administrative permission.

****NOTICE: No students will be allowed to ride with other students after they have arrived at school unless they have special permission.**

Vehicles are not permitted to park on nor pass through the chained area in front of the school building during school hours. Students are not permitted to sit in parked vehicles before or after school or during the lunch period. Do not leave a book or other items that will be needed for classes inside your vehicle.

TELEPHONES

The telephones are primarily for business purposes. Students should use the school phones only when it is absolutely necessary. Students will be called to the telephone only in cases of emergency. Students who need to use a school phone must secure permission from their teacher first before going to the office where permission to use the phone will be granted by school personnel.

CELL PHONES

Cell Phones will be turned in at the beginning of each class. Teachers have the option to allow students to use cell phones for certain learning activities. Cell phones will be permitted between classes, at lunch, and during breakfast as long as they are used **appropriately**.

PETS

Animals are not allowed on campus. See administration for exceptions.

VISITORS

Visitors are classified as those persons on campus who do not work for the school or who are not enrolled as a student. **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE AND OBTAIN PERMISSION FROM DESIGNATED SCHOOL PERSONNEL.** Parents and visitors are invited to attend assemblies and other school programs.

Soper School Students are not to invite or bring friends or family members, other than parents, to school. Any exceptions must first be cleared with the principal.

CLASSROOM DISCIPLINE

Students are expected to respect and obey the classroom teacher. Conduct which materially and in fact interferes with the educational process is prohibited.

POLICY ON DISCIPLINE AND CONTROL OF STUDENTS

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

The goal of this policy is to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the school. Also, this policy provides options for the methods of control and discipline of the students attending Soper Public Schools.

The schedule found **on the next two pages shall** be interpreted by the administration and teachers in a manner which they deem just, given the harassment, intimidation, and bullying, which defines and explains this conduct and the School District's response to a legislative mandate. Students and their parents can obtain a copy of the policy from office personnel.

Students should report acts of intimidation, harassment, or bullying. Administration reserves the right to take action that best serves the safety and well-being of all stakeholders at Soper Public Schools

SOPER PUBLIC SCHOOLS DISCIPLINE POLICY

Infractions:

1. Disruption of Class or Assembly

2. Hallway Misconduct
3. Lunchroom Misconduct
4. Restroom Misconduct
5. Playground Misconduct
6. Bus Misconduct
7. Obscene Language or Gestures (also includes Public Display of Affection)
8. Untruthfulness
9. Incomplete or Unreturned Assignments
10. Violation of Dress Code
11. Excessive Tardies and Absences
12. Theft
13. Cheating
14. Fighting
15. Destruction of Property
16. Being Disrespectful to Faculty or Staff
17. Drugs, Alcohol, Tobacco, Vaping (Possession and/ or use of)
18. Bullying and/or Harassment
19. Offenses of Weapons
20. Any other infraction deemed inappropriate by the administration

Consequences: (will be administered at the Teachers and Administrations discretion!)

- Verbal warnings
- Contact parents for a conference
- Loss of privileges
- Restitution
- Assigning a zero (ex. Cheating on daily work or tests)
- Prohibiting extracurricular privileges (ballgames, field trips, contests, etc.)
- ISS (In School Suspension)
- Corporal punishment (1-3 swats)
- Short-term suspension (3 days max)
- Administrative placement (Ex: Alternative Education, Vertical Education, etc.)
- Long-term suspension or expulsion

**** The Principal and Administration have the right to use other disciplinary action as deemed necessary in order to correct the infraction of any student.**

DAMAGE TO SCHOOL PROPERTY

Students are expected to respect all school property at all times. Any student who defaces school property shall be required to reimburse the school system for the amount of damage. Other disciplinary action may be taken.

IMPROPER EQUIPMENT

Any object not necessary to the instructional program is to be left at home. Items such as **metal or wood bats**, skateboards, music player, radios, yo-yos, playing cards, electronic games, rubber bands, laser pens, etc., fall into this category.

BUS STUDENTS

Your bus driver is an important person in your school life. Do whatever he or she tells you; your life may depend on it. Any bus student who continues to annoy others or break regulations will be referred to the principal.

Be at the appointed bus stop on time. Remember, you are only one, if you know you will not be riding the bus any day, notify your driver so he or she will not make an unnecessary trip or stop for you.

Smoking, dipping or the use of any tobacco product, using profane language and horseplay of any kind will not be tolerated on the bus at any time. Also defacing the bus will not be tolerated

Students should help take care of the buses and help keep them clean.

4TH – 12TH GRADE DRESS CODE

2022- 2023 SCHOOL YEAR

- All students who violate the dress code policy will need to contact a parent or guardian to have proper attire brought to school. Other arrangements can be made if clothing is available at school either by the student or the school.
- Shirts – Must have sleeves, no visible cleavage, midsection, bra straps, or other undergarments.
- Lace or otherwise transparent tops must have clothing underneath that complies with all aspects of the dress code. Example – Spaghetti straps underneath a see-through garment do not meet the criteria for following the dress code.
- Midriff, midsection, back and stomach areas cannot be exposed when a student extends their hands fully above their heads.
- Shorts - Length at the knee (Bermuda style or basketball style).
- Holes in jeans/shorts must be completely covered above the knee (patches, leggings, tape, long sliding shorts, etc).
- Sagging pants are not acceptable at any time. Pants must be kept up so that no undergarments are seen and a belt used if necessary for this purpose.
- Wearing clothing that advertises, displays, or represents items such as tobacco products, drugs, alcoholic beverages, obscenities, or inappropriate gestures, sex and disloyalty to our country shall not be permitted.
- House shoes, pajamas, or any other sleepwear (including blankets) is not allowed to be worn at school.
- School athletic uniforms may be worn during school on a game day.
- Hats and headgear may only be worn outside and must be worn as designed. Example - caps may not be turned around.

- Leggings should be covered with a long shirt.
- Anything that is considered inappropriate by the administration which creates a distraction that interferes with the education of students or causes a disruption in the educational process will not be allowed.
- Administration reserves the right to make any adjustments to this policy as deemed appropriate for the instructional setting.

BOY-GIRL RELATIONSHIP

Students should conduct themselves in a responsible, mature manner demonstrating good taste while under the jurisdiction of the Soper School System. Avoid public displays of affection at all times.

SCHOOL SOCIALS (CLASS PARTIES AND PROM)

1. All socials shall have a faculty sponsor and must have two present.
2. All socials must be approved by the sponsor and then the principal.
3. Each class shall be limited to one class party per year.
4. No guest 21 years or older will be allowed to attend.
5. Guest must be approved by administration before attending prom.
6. Social functions should not be scheduled during the week prior to nine-week tests.
7. The following policies pertain to most socials:
 - a. Once a student has entered an area or building, he or she shall NOT be permitted to leave and re-enter unless he or she has received special permission from the sponsor or administrator (Sponsors should grant permission for emergencies ONLY).
 - b. School socials are for the pleasure of our students and their dates. Others may attend special permission from the faculty sponsor or principal. These requests must be made directly to the sponsor first, then finally to the principal for final approval. Requests should be made far enough in advance so individuals involved WILL NOT be placed in an embarrassing situation.
 - c. All visitors attending school-sponsored activities shall follow the same rule as Soper School Students. It shall be the responsibility of Soper students to explain to their guests the rules, which govern them.

ASSEMBLY PROGRAMS

Assembly periods will be scheduled in the principal's office. Notices of assembly periods will be made through bulletins and other forms of communication. All students shall attend all assemblies, except special assemblies where an admission fee is charged. Not attending an assembly must be approved by the administrator.

ACTIVITIES EVENTS POLICY

Once a student has entered any school facility, he or she shall NOT be permitted to leave and re-enter (permission for emergencies only will be granted). A student's privileges may be withdrawn for the equivalent of one semester.

PEP RALLIES

All pep rallies must be scheduled by the sponsor through the principal's office by Thursday prior to the rally the following week.

LOST AND FOUND

All articles found should be turned in to the Secretary's office. If you lose anything, inquire in the office.

DESIGNATED AREAS BEFORE SCHOOL AND AT NOON

Before school, all 7-12th school students should be at the west end and southwest corner of the building. This area is off-limits to elementary students. Designated areas are subject to change based on student/school needs each year.

High School students should NOT be in the 7-8 grade classrooms or standing in the hall around these rooms.

7-8 Grade students should NOT be in high school classrooms or in the high school building unless they have a class there.

HALL PASS

Students who are given permission to leave the classroom must have a hall pass with them. It is the responsibility of students to get a note or hall pass from the teacher to indicate where the tardy student is supposed to arrive.

Students DO NOT need a hall pass when accompanied by a teacher or administrator.

Students must get a hall pass from their teacher to indicate the purpose for them not being in class. The student will have the receiving teacher sign the pass to show when they arrived and any comments necessary. The pass is to be left with the teacher where the student returns. Passes will be turned into the office and filed in the student file.

Only one pass will be issued per student. Unless otherwise noted by the sending teacher or staff member.

ATHLETIC AND ACTIVITY ELIGIBILITY

Attendance

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to extended illness, death, in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

Scholastic Eligibility

Student Eligibility during a Semester

- A. Student eligibility will be checked during the fourth week of a semester, and each week thereafter. The period of probation and ineligibility will always start Monday following the grade check.
- B. A student must be passing all subjects they are enrolled in during the semester. If the student is not passing all subjects for the current week, student will be on probation. If the student is still failing the next week, they will be declared ineligible to compete until a passing grade is obtained in all classes. The ineligibility period will start on Monday and end on Sunday.
- C. The failing grade would mean any current cumulative grade below a 60 average.

D. Semester grade eligibility will follow the current OSSAA handbook policy: Rule 3 (Scholastic Eligibility).

STUDENT RETENTION

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in Soper Public Schools.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third-grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for “good cause” if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate through students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrate a deficiency in reading and was previously retained in kindergarten, first grade, second grade, and third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, and third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the students meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable.

2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student is retained at the present grade level or not passes in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

SEMESTER GRADES

- A. A student must have received a passing grade in any subject to be counted for graduation that they were enrolled in during the last semester they attend.
- B. If a student does not meet the minimum standard, they will not be eligible to participate for the first six weeks of the next semester
- C. Any student 19 years of age before September 1 is NOT ELIGIBLE for athletics. Any student who reaches his or her twenty-first birthday before September 1 will NOT be eligible for non-athletic activities
- D. Students disqualified from a contest because of unsportsmanlike conduct or flagrant fouls, or is under school discipline may be reinstated following a conference with the principal and after a written report of details and action is taken has been filed with the OSSAA. Minimum of a three-game suspension is mandatory for serious infractions during an athletic event. Serious infractions will be determined on a case-by-case basis. Serious infractions beyond the first offense will dictate suspension for the rest of the existing season or 15 athletic events, whichever is greatest.
- E. If a student has participated in a contest where professionalism is being practiced, or cash or merchandise prizes were offered, given, or paid to individuals or the team, he or she is not eligible for athletic activities. This does not apply to non-athletic eligibility.
- F. If a student has participated in a contest under an assumed name, he or she is not eligible for athletic or non-athletic eligibilities.
- G. Students who have attended school 8 semesters in grades 9-12 are NOT eligible for athletic or non-athletic activities.
- H. If a student has participated in a sport 4 seasons or has had 3 seasons of opportunity in a sport after attending 2 semesters in the 9th grade, he or she is not eligible either athletically or non-athletically.
- I. If a student's parents are NOT bona fide of the high school district where he or she is attending, he or she is not eligible for athletic or non-athletic activities.

- J. If a student has participated in activities at any school other than the public high school of the district where his or her parents reside, he or she is NOT eligible for athletic or non-athletic activities.
- K. If a student has participated in organized practice or a game of basketball before the season opens, or after the season opens, or after the season closes, he or she is not athletically eligible. This does not apply to non-athletic activities.
- L. If a student does not have on file in the principal's office a physician's and parent's certificate for the present school year, he or she is not eligible for athletic or non-athletic activities.
- M. If a student belongs to a fraternity, sorority, or secret society in violation of state laws of Oklahoma or the regulations of the local board of education, he or she is not eligible for athletic or non-athletic activities.

SEMESTER TESTS

All students in grades 7 – 12 will be required to take a semester test at the end of each semester. The schedule for these tests will be created by the teachers and principal based upon the schedule of the school for the given time period.

Exemptions: Students may be exempted from testing if the following is attained in grades 7 – 12 only.

The student must have a B average or better with no more than 4 absences in **all classes** and student may not have any discipline referrals during the semester.

INSURANCE

Students at Soper school may choose wither an "At School Protection Plan" or a "24-Hour Protection Plan" if they so desire.

All students who participate in athletics should take school insurance unless the family has sufficient insurance coverage.

It is NOT compulsory that a person carry any type of school insurance. Soper School is in no way connected with the Insurance Company nor do we receive any money from them. This is only a bookkeeping service offered by the school. We will be happy to try to answer any questions that you may have.

ACCIDENTS

There is a possibility that you may hurt yourself during the school day in gym class, on the playground, or in an extracurricular activity. If you do hurt yourself, you must do the following:

- Report all accidents to the teacher if you were injured in the classroom or on the playground.
- Report any injury to the principal or superintendent. If medical attention is needed, your parents or guardian will be notified immediately.

ILLNESS AND MEDICATION

All prescription medication must be signed in by the parent, and the medication must be in its original container. NO NON-PRESCRIPTION MEDICATION WILL BE ADMINISTERED TO STUDENTS BY ANY EMPLOYEE OF SOPER PUBLIC SCHOOLS. The exception is if an employee has a child attending Soper Schools.

Any student who is too ill to stay in class should get a hall pass from the teacher and report to the office so parents can be contacted. Students who are too ill to be in class should be at home or with a doctor as soon as possible.

**** Parents must communicate with school authorities before a student is released from school.**

FEVER POLICY

Any student who has a fever of 100 degrees Fahrenheit or higher will not be allowed to stay in the regular classroom. The parent/guardian will be notified to make arrangements to pick the child up from school.

Students are required to be fever free for 48 hours without medication before returning.

IMMUNIZATION RECORDS

All students must present upon school entry a certified immunization record indicating the date and type of immunization received. This record, preferably the Oklahoma Immunization Record Card, Form 218B, must be signed by a licensed physician or an authorized public health representative. Students failing to complete the required immunization will be subject to dismissal from school until such time as the immunization requirements are met.

MINIMUM IMMUNIZATION REQUIREMENT

Beginning in 1996-97 school year each child entering K through 6th must have had the two-dose measles vaccines, does of DPT or DT vaccine, 5 doses of polio vaccine. (Females over 12 years old are exempted from the requirement for Rubella vaccine).

- A. No minor child shall be admitted to any public, private, or parochial school operating in the state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health that such child has received or is the process of receiving, immunizations against diphtheria, pertussis tetanus, Haemophilus influenza type B (HIB), measles (rubella), (rubella), poliomyelitis and varicella, or is likely to be immune as a result of the disease.

IMMUNIZATIONS

Guide to Immunization Requirements in Oklahoma – 2022-2023 School Year

Vaccines	Childcare	Pre-School/PRE-KG	KG-6th	7 th – 9 th	10 th – 12 th
DTaP (diphtheria,	4 DTaP	4 DTaP	5 DTP/DTaP	5 DTP/DTaP &	5 DTP/DTaP

tetanus, pertussis)				1 Tdap booster	
PCV (pneumococcal conjugate vaccine)	1-4 PCV	Not required for school	Not required for school	Not required for school	Not required for school
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV	4 IPV/OPV	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (Haemophilus influenza type b)	1-4 Hib	Not required for school	Not required for school	Not required for school	Not required for school
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B	3 Hep B	3 Hep B
Hep A (hepatitis A)	2 Hep	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

•If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.

•The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose is received.

- If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

•Children may be complete with 3 or 4 doses of Hib depending on the brand of vaccine used.

•Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.

•The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma.

•Additional vaccines may be recommended, but are not required. For example, the 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.

Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.

Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools.

•Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.

- All measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).
- For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday).

This rule does not apply to doses given before 2003.

- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity.

Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age, but they must complete the remaining doses of vaccine on schedule. These children are “in the process” of receiving immunizations.

If you have any questions, call the Immunization Service at 405-271-4073 or 800-234-6196 or visit their website at <http://imm.health.ok.gov>.

In order for a student to register and attend school, he or she must have in school file one of the following:

1. A copy of a certified immunization record or
2. A certificate of exemptions. Exemptions to the immunization Law include Medical Contradictions, Religious Contradictions, Exemption for Personal grounds.

FIRE DRILLS

Fire drills followed by Soper Schools are in accordance with the rules and regulations adopted by the office of the State Fire Marshal. The Drills are for your safety. Students and the faculty are to leave the building at exits designated in the Fire Drill Procedure provided in each classroom.

Fire Drills: The principal and faculty members of each school building in Soper School District will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Fire drills will be practiced two times each school year. Each fire drill shall be conducted within the first 15 days of each semester. All students and teachers shall participate. The drills will not be announced in advance to any school personnel.

TORNADO DRILLS

Tornado drills followed by Soper Schools are in accordance with the rules and regulations of the State Department of Education.

Tornado Drills: Two tornado drills shall be conducted each year, with at least one drill being conducted in the months of September and March.

LOCKDOWN DRILLS

Lockdown drills shall be conducted at least two times per year, with no more than two occurring per semester. No lockdown drill shall be conducted at the same time of day as a previous lockdown drill within the same school year.

INTRUDER DRILLS

Two intruder drills shall be conducted each school year, for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first 15 days of each semester.

ADDITIONAL DRILLS: Two additional drills at the discretion of principal/superintendent, in any manner provided by law.

CITIZENSHIP

It is our aim at Soper Public Schools to display at all times a standard of moral conduct, attitude, dress, courtesy, and friendliness which will be above reproach or criticism. This includes respect and obedience of city, state, and national laws.

CLASSROOMS

Books, papers, magazines, and other materials **MUST NOT** be left in classrooms or under seats. Classrooms should be in order before a class is dismissed. Desks should be arranged in proper order and floors should be free of paper. Students, please help keep the schools as clean as possible.

TEXTBOOKS

Students will be issued several books to help fulfill requirements in class work. A record will be made of the books and their condition when issued. If a student loses, destroys, or abuses a book during the year, he or she will be required to pay for the book. If a lost book is found before school is out the money will be refunded.

CLASS REGULATION

Class officers shall consist of: President, Vice-President, Secretary, Treasure, and Reporter. Election of class officers and sponsors shall be at the first meeting of the school year, and they shall serve until an election is held the following year.

Class officers will work closely with the sponsors in conduction class business and procedures. “Robert’s Rules of Order” shall be used in conduction all class meetings. All class meetings must be approved by the principal one week in advance so all teachers can be notified.

SOPER SCHOOL GRADING SYSTEM

Grades represent the instructor’s evaluation of the student’s progress toward mastery of the course goals. Course goals in all areas should be determined by subject area and the student’s needs.

Methods of determining a student’s mastery of course goals will vary over the range of evaluation technique including, but not necessarily limited to, test scores, daily assignments, in-class participation, projects, and teacher observation.

For consistency of reporting grades within the total system, the end evaluation results should reflect the following:

- Students in kindergarten will be awarded an “S” for satisfactory work and “U” will be given for unsatisfactory work.
- Students in grades 1-12 will be awarded numerical grads as follows:
 - 100-90 = A
 - 89-80 = B
 - 79-70 = C
 - 69-60 = D
 - 59 – 0 = F

A special student’s grades shall be based partly on his/her mastery of course goals as determined by his/her IEP

For activity classes, the following may be used

- S – satisfactory mastery of course goals
- U – Unsatisfactory mastery of course goals lower than 60%

PASSING AND FAILING

Section 53. A new section of law to be codified in the Oklahoma Statutes as Section 11210.508E of title 70, unless there is created a duplication in numbering, reads as follows:

- A. A teacher who determines a third-grade student is unable to meet competencies required for completion of third grade and promotion to fourth grade have the authority to recommend that the promotion of the student to the fourth grade is contingent upon the participation in and successful completion of the required competencies by the student at a summer academy. If the student does not successfully complete the competencies in the summer academy, the student shall be retained in the third grade. Summer academy programs shall be designed to ensure that participating students successfully complete the competencies necessary for promotion to fourth grade and to enhance next-grade readiness.
- B. Beginning one (1) year after implementation of this section as provided for in Section 55 of this act, requirements of subsection A of this section shall be expanded to apply to fourth-grade students being promoted to fifth grade. Each year thereafter the requirements shall be expanded by one grade level until the requirements apply to third-grade students through eighth-grade students.

State law permits a teacher to recommend a student to be retained at his/her present grade level or failed in a specific academic course. If a parent or guardian is dissatisfied with the recommendation, the parent may appeal the decision by complying with the applicable appeal process. The decision of the Soper Board of Education shall be final and non-appealable.

Any 9-week or semester test will NOT be counted more than 20% of a student’s total grade.

PROGRESS REPORTS

Report cards are issued and sent home with the students after every nine-week grading period. It is the responsibility of the students to take the report card that is issued to their parent/guardian.

Progress reports are sent home with students every four and a half weeks. Elementary students must have a parent sign their progress report, and report card then return it to their teacher. The progress report reflects the student's grade at the end of four and a half weeks of each grading period before the report card is issued.

Report cards will be handed out toward the end of the day the first Wednesday that school is in session following the nine weeks tests. Report cards for grades K-4 students must be signed by the parents and returned to school for the first three quarters.

Parents also have the ability to check their student's grades and attendance online. To set this up, come by the secretary's office or call 580-345-2211 and get the web address and a personal login name and password.

In 2016, the Oklahoma legislature passed HB 3218, which changed the graduation requirements.

The new law allows high school graduation requirements to be set by the local school district for students who begin the 9th grade prior to or during the 2016-2017 school year.

The Soper School Board has established those graduation requirements to include all state-mandated assessments and the following courses:

English (4 units)	Mathematics (3 Units)
English I	Algebra I
English II	Algebra II
English III	Geometry
English IV	Trigonometry
Lab Science 3 (Units)	Math Analysis
Physical Science	Calculus
Biology I	Other Mathematics course approved for college admission requirements
Biology II	History and Citizenship Skills (3 Units)
Chemistry	1 United States History
Physics	½ United States Government
Other Laboratory science course requirements approved for College admission	½ Oklahoma History

Foreign or non-English Language Or Computer Technology (2 Units)	Geography, Economics, non-Western Culture, World History, or approved to meet college admission requirements	
Foreign Language Foreign Language II (of the same foreign Language)	Fine Arts (1 Unit)	
Computer Technology	Music Art	Speech Drama
Computer Technology II		
Electives (6 Units)	Elective Examples: FACS, Agriculture, Creative Writing, PE, ACT Prep, etc.	
Additional Unit (1 Unit) 1 additional unit from the area of social studies, math, science, or computer technology		

Personal Financial Literacy Requirement (Title 70 O.S. § 11-103.6h)

Beginning with students entering the 7th grade in the 2008-2009 school year, in order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy, including such topics as credit card debt, saving money, interest, balancing a checkbook, understanding loans, identity theft, and earning an income. School districts have the option of determining when the areas of instruction are taught and whether these are integrated into existing courses or taught as a separate course (which may count as elective credit). Contact your local school district officials for specific details.

CPR Training (HB 1378)

Beginning with the 2015-2016 school year, all students enrolled in the public schools of this state shall receive instruction in cardiopulmonary resuscitation awareness of the purpose of an automated external defibrillator, in accordance with subsection C of this section, at least once between ninth grade and graduation from high school. The instruction may be provided as a part of any course. A school administrator may waive the curriculum requirement required by this subsection for an eligible student who has a disability. A student shall not be required to meet the requirement of this subsection if a parent or guardian of the student objects in writing.

23 UNITS are required in order to meet state graduation requirements.

SENIORS MUST ATTEND A FULL DAY OF SCHOOL

Beginning with the 1990-1991 school year, all seniors must be enrolled in and attend classes the full school day.

VALEDICTORIAN AND SALUTATORIAN

Students wishing to participate in the selection process for Valedictorian or Salutatorian honors must take all required courses to graduate. These students must also take additional math and a science course that meets the following requirements:

Math: Trigonometry or calculus

Science: Physics or Chemistry

The Valedictorian and Salutatorian honor will be calculated on classes only offered at Soper School.

Soper School encourages its students to take concurrent classes but also realizes that not all students are able to provide themselves with transportation to take classes offered off campus. In the spirit of fairness, concurrent classes will be averaged on a 5-point scale but will not be considered in the Valedictorian or Salutatorian selection process. This means that a student could have a higher GPA than another student but not be the Valedictorian or Salutatorian. The 5-point scale is left out of the process when making the Valedictorian and Salutatorian selection.

The highest GPA of all required core classes will be Valedictorian and the second highest will be Salutatorian. In the case of GPA's that are the same, then the numerical grade will be figured for all classes. The highest average figured to the thousandths will prevail. Anything in the ten-thousandths place will be dropped.

If a student elects to retake a class, the average of the two grades will be counted in the GPA.

CONCURRENT COLLEGE – HIGH SCHOOL ENROLLMENT

Juniors and Seniors interested in concurrent college-high school enrollment should see their counselor for eligibility criteria and enrollment information.

Applicable career-tech classes offered by comprehensive high school career-tech programs qualify technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required and one unit of their six concentrated career-tech curriculum units for one unit of science required. Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP) - OKLAHOMA'S PROMISE

Applicants must be Oklahoma residents, 8th, 9th, or 10th-grade students (homeschool students must apply while aging 13, 14, 15), students who parents earn \$50,000 or less, students who promise to meet the requirements of the program.

The Promise:

Upon completion of the program's requirements, you will earn Free tuition at any Oklahoma public two-year college or four-year university. OR a portion of tuition at an accredited Oklahoma private college or university. OR a portion of tuition for courses at public technology centers that are approved for credit toward an Associate in Applied Science degree at a public college. Note: the Oklahoma Promise scholarship does not cover fees, books, supplies, or room and board.

Apply online at www.okpromise.org or get an application from the school counselor

High school requirements for Oklahoma Promise

- Graduate from an Oklahoma high school or homeschool education program
- Take the 17 units of college prep high school courses and achieve at least a 2.5 cumulative GPA in those courses. Note: Soper requirements for graduation will accommodate this requirement of Oklahoma Promise
- Achieve at least a 2.5 cumulative GPA for all courses in grades 9-12
- Attend school regularly.
- Do your homework
- Stay away from drugs and alcohol
- Don't commit criminal or delinquent acts
- Provide information when requested
- Meet with a school official to go over your school work and records on a regular basis
- Apply for other financial aid during your senior year of high school.
- Take part in Oklahoma's Promise activities that will prepare you for college.

This information was retrieved from the website:

<http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/21%20OK%20Promise.pdf>

For more information, please visit this web page and Oklahoma promise.

TESTING PROGRAM

American College Testing Program (ACT)

Juniors or seniors who plan to attend college may pick up registration packets in the counselor's office. There is a charge for the ACT. Testing dates for this test will be announced by the counselor and posted on the main Bulletin Board

Armed Services Vocational Aptitude Battery (ASVAB)

Through the cooperation of the military services, the ASVAB is administered to the juniors and seniors. It is a battery of tests that are designed to identify combinations of abilities, which are relevant to success, in particular, clusters of jobs. Thus the student's better scores identify job areas he/she should explore and consider. This test is free of charge.

Annual Achievement Testing Program

Each year Soper School participates in an achievement testing program. Each student will be required to participate in this program. Students should concentrate on doing the very best they can possibly do, keeping in mind that the test scores will become part of their permanent record. These tests are administered free of charge.

TRANSCRIPTS

Transcripts for graduating seniors may be sent directly to colleges or to prospective employers before graduation. Seniors should request the counselor to provide a copy of their transcript for the senior to send to the college, university, or technical school of their choice.

SCHEDULE CHANGES

If a student wishes to drop one class and change it to another, they must do so before the end of the first week of the semester. They must also have their parent's signature that they have permission to do so.

CHANGE OF ADDRESS

Inform the school secretary immediately if your address or telephone number changes. Emergency numbers must also be kept up to date.

TRANSFER STUDENTS

All transfer students are required to have a signed transfer contract and proper paperwork on file before attending Soper School

WITHDRAWAL

Students who wish to withdraw from Soper Public School should report to the secretary's office, state the time and date withdrawal is planned, and be issued a withdrawal form. The form is to be filled in by each of the student's teachers. The form will indicate a student's grades and whether all of his or her records have been cleared. All books issued by the school, all equipment belonging to the school, and all debts owed the school should be clear at this time.

SCHOOL WITHDRAWAL If you are under 18 and want to be licensed to drive in Oklahoma, you must be enrolled in a secondary or vocational-technical school or in a program leading to a Certificate of High School Equivalency (General Equivalency Diploma: GED). If you get a license, but then withdraw or drop out of school, you will lose your license.

THE LAW SAYS School administrators are required to notify the Department of Public Safety of students, ages 14 through 17, who withdraw from the school. The Department of Public Safety is required to cancel or deny driving privileges. To avoid this situation, parents/students must provide proof of enrollment in a diploma issuing school within two weeks.

PARENT-TEACHER CONFERENCES

Parents are always welcome to visit Soper School. However, if a conference is desired, time may be scheduled by calling the school. Normally conferences are scheduled by calling the school, or after school, or during the teacher's preparation period.

KIAMICHI AREA CAREER TECH STUDENTS

Due to scheduling differences, the Kiamichi Technology Center (KTC) will not have school some days that Soper has school. Some days they will have school when Soper does not. Therefore, students must follow these guidelines: If KTC is not having classes students must attend in the morning at Soper but must go home in the afternoon since they are not enrolled in afternoon classes here. But if Soper School is out, and KTC is not. Students will be excused from classes at KTC and will be allowed to make up the work missed.

CAFETERIA

Soper Public School has provided a cafeteria where students may buy a well-balanced, hot breakfast and or lunch at a minimum cost. The cafeteria is provided for the student's convenience and pleasure, and it can be the most enjoyable if the following rules of courtesy are observed:

- The serving lines should be formed as students enter the serving area. Running or crowding in line or exchanging places in the line is not in order.
- Do not hold a place in line for your friends. This is not fair to those already there.
- Observe the rules of good etiquette and order in the lines and at the tables.
- Having finished with breakfast or lunch, return trays to the counter, placing silverware, trays, and paper in the designated places.
- Students may bring their lunch to school but not order for delivery.

Students are given free and reduced-price lunch applications when they enroll and are requested to return them to the principal's or superintendent's office for approval. If this is not done the student will be charged for meals.

CLASS AND ORGANIZATION MEMBERSHIP AND POLICIES

Students must meet all requirements made by organizations and the school for membership. All funds must be handled through the superintendent's office. Students are encouraged to participate in extracurricular activities. Students should be careful not to overload themselves since it may reflect in their academic work.

CLUBS AND ORGANIZATIONS

H.B. 1862 – School Clubs and Organizations: House Bill 1826 became effective November 1, 2009. It requires each board of education to annually notify parents about clubs and organizations sponsored by or under the direction and control of the school. The following clubs are available to the students of Soper Public School: Future Career and Community Leaders of America (FCCLA), NHS, Math Club, and Future Farmers of America (FFA).

FFA has affiliated chapters at state and local levels. The FFA includes the students in vocational agriculture classes who pay their membership dues. Activities include fairs, shows, contests, and leadership training activities which promote progressive agriculture.

Family, Career, and Community Leaders of America (FCCLA)

The FCCLA is a national organization with affiliated chapters at state and local levels, anyone who is currently enrolled in Family and Consumer Science is eligible for membership.

Oklahoma Honor Society

The Oklahoma Honor Society is open to any student in the ninth, tenth, eleventh, or twelfth grade who can meet the scholarship requirements set by the State Department of Education. Membership requires a student to be in the top ten percent of the student body. The 10% making the highest average marks in the entire high school may be nominated.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Soper High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Members are selected by a faculty council through an application process. Applications must be submitted to NHS advisor by March 31.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Application for Candidacy that provides the faculty council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. This input and the student's Application for Candidacy are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly elected members. Once inducted, new members are required to maintain or improve the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year and participation in the chapter service projects.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

4-H CLUB

The 4-H Club is a national organization with clubs at the state and local levels. Any student who has reached the age of 9 may join. Activities include fairs, shows, contests, and leadership activities.

SUSPECTED CHILD ABUSE REPORTING POLICY

The Soper School District is dedicated to enhancing the physical, social-emotional, and cognitive development of all children attending school in the said district. Children from abusive homes may not be able to reach their potential in any of these areas of development. Research shows that abused children often display low self-esteem, poor academic performance, impaired thought processes, poor language development, poor perceptual and motor skills, aggression, anxiety, and self-destructive behavior. (1986, Seattle Institute for Child Advocacy). Soper School district will make every effort to ensure that maltreated children get the help they need.

In compliance with Oklahoma State Law Title 21 § 846 the Soper School District requires every teacher of any child under the age of 18 years, having reason to believe that a child under the age of 18 years has had physical injury or injuries inflicted upon him or her by other than accidental abuse (this includes sexual abuse) or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein

the suspected injury occurred. It shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident as provided above.

REPORTING PROCEDURE

Any school District employee having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as a result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

The school principal, the reporting employee, and any other employees whom the school principal believes may have had the opportunity to observe the student shall review the available information and indication of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services (DHS) for the county where the student resides if the school principal determines that there is a reason to believe the student has been abused. The report may be made by telephone.

If any employee involved in the review believes a report should have been made when it was not or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of DHS, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal. Neither the board of education nor any School District employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect, provided that the person did not perpetrate or inflict the abuse or neglect.

If the DHS office is notified of suspected abuse by telephone, the oral report shall be followed by a written report from the school principal or other employee making the telephone report containing the date and time of the telephone contact, the name of the person to whom the School District employee made the oral report, the names and addresses of the child, the parent, and any other responsible person, the child's age, the nature and extent of the injuries, any previous incidents, and any other helpful information. The School District will keep a copy of any written report forwarded to DHS.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that correct school records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Above information came from <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

MCKINNEY-VENTO DEFINITION OF "HOMELESS"

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines "homeless" as follows:

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in the circumstances described in clauses (i) through (iii).

PARENTS RIGHT-TO-KNOW TEACHER AND PARAPROFESSIONAL PROVISIONS *NO CHILD LEFT BEHIND ACT OF 2001*

The *No Child Left Behind Act (NCLB) of 2001*, Pub. L. No. 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are important for districts to implement immediately.

ANNUAL NOTICE TO PARENTS

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child. "This notice must be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand." No Child Left Behind Act of 2001, Pub. L. No. 107-110 § 1111 (h) (6)(C). The district must respond to such requests in a timely manner. Pursuant to § 1111 (h)(6)(A) of NCLB, the information that the district is required to provide, at a minimum, to parents includes: (i) Whether or the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (ii) Whether the teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived. (iii) The baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SPECIAL NOTICE TO PARENTS WHEN TEACHER DOES NOT MEET QUALIFICATIONS

Title I schools are responsible for providing "timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified." No Child Left Behind Act of

2001, Pub. L. No.107-110 § 1111(h)(6)(B). Pursuant to §1111 (h) (6)(C) of NCLB, this notice must also be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand. For further information regarding a specific teacher's qualifications, school systems may refer parents to the Tennessee Department of Education, Teacher Licensing Web Site: http://www.state.tn.us/education/lic_home.htm.

ACTIVITIES POLICY

The Soper Board of Education recognizes the importance of activities in the educational program. The Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.

Students may not miss a class more than ten (10) times in a school year for excused school-sponsored activities, or more than (4) times per semester for other activities **deemed educational by the administrative team**, unless approved by the Internal Activities Review Committee. After the tenth excused school-sponsored activity, sponsors will submit in writing to the IARC the reason why they feel that a student has earned the right to attend the activity. By evaluating the student's attendance record and the student's grade in each class, the IARC will determine if the student should be allowed to participate in the activity.

State and National sponsored activities are exempt from the above regulations. Using the guidelines of the Oklahoma Secondary Schools Activities Association (OSSAA) and the State Department of Vocational Education will determine what constitutes a state and or national activity.

INTERNAL ACTIVITIES REVIEW COMMITTEE MEMBERS:

The committee will be comprised of one parent, three teachers, the Athletic Director/High School Principal, and one administrator. The committee shall be responsible for reviewing the recommendation and deviation of the activities policy to the Soper Board of Education.

Exceptions:

1. Assemblies should not be counted as an activity.
2. College visits and tryouts will be counted toward your overall total school activity absences.

BUS RIDER RULES

- i. Previous to loading on the road and at school, the students should:
 1. Be on time at the designated school bus stops in order to keep the bus on schedule.
 2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
 3. Wait until the bus comes to a complete stop before attempting to enter.
 4. Be careful in approaching bus stops.
 5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- ii. While on the bus the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and travel on school buses. The school bus driver will bring student misconducts to the attention of parents and the principal using a bus incident report form.
2. The noise level on a school bus must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sign, or otherwise cause any disturbance that may distract the driver.
3. The use of tobacco products is not permitted on school buses.
4. The use of profanity/inappropriate language is not permitted on school buses.
5. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
6. Vandalism of any kind is prohibited.
7. Riding the school bus is a privilege that can be lost due to violating these listed rules concerning school bus riders. **The Administration will have liberty to take bus riding privileges away or administer whatever discipline they deem necessary for the infraction committed on the school bus.**

iii. After leaving the bus:

1. When crossing the road, go at least 10 feet in front of the bus, stop, check traffic, watch of bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children
4. The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from parent or school official.

ATHLETIC PHYSICALS

All student 7th – 12th grade who participate in athletics must have a physical examination record on file in the office before participating.

SEXUAL HARASSMENT

All students, employees, and other school officials are strictly prohibited from engaging in any form of sexual harassment. Any student engaging in sexual harassments is subject to any and all disciplinary action that may be imposed under the school district's policy on discipline and control of students. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the building principal, the superintendent, or any board member of the School District.

LOCKERS

To maintain discipline and to ensure the proper functioning of the educational process, school personnel must have access at all times to all school property, including lockers, desks, etc., assigned to students. Although students have privacy rights in their locker or desk contents as against other students, they do not have privacy rights in

their lockers or desks as against school administrators or teachers. School officials will have access to lockers or desks periodically for cleaning purposes and to locate and examine student lockers, desks, and all school property assigned to students for general and specific inspections at all time.

THE SCHOOL BULLYING PREVENTION ACT

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying, and to include electronic communications. These terms include, but are not limited to hand gestures, written or verbal expressions, or physical acts that a reasonable person should recognize that will:

1. Harm another student;
2. Damage to another student's property; or
3. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's educational mission of the student or other students.

The Soper Board of Education has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the School District's response to this legislative mandate. Students and their parents can obtain a copy of the policy from their school principal or superintendent.

Students should report acts of intimidation, harassment or bullying toward them or other students to school personnel.

Parents should:

1. Encourage their children to report incidents when they occur by notifying school personnel;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

DISABILITY HARASSMENT

The Soper Public schools prohibit disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphics and written statements, or conduct that is physically threatening, harmful, or humiliating.

The Following are examples of disability harassment:

1. Several students continually remark out loud to other students during class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and his or her grades decline.

2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his or her disability, with the result that the student tries to avoid school through increased absences.
4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.
6. Students continually taunt or belittle a student with mental retardation by mocking and intimidating the student so that he or she has great difficulty performing in class and learning.

Contract the School District's Section 504/ADA Coordinator or School Principal, PO Box 149, Soper, OK 74759 or by phone (580) 345-2211 or by fax (580) 345-2222 for information concerning disability harassment or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or superintendent.

NONDISCRIMINATION NOTIFICATION

It is the policy of the Soper Public School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, and employment. Inquiries concerning application of this policy may be referred to the School Principal or compliance coordinator, PO Box 149, Soper, OK 74759 or by phone (580) 345-2211 or by fax (580) 345-2222

Note: This policy will be sent to Students, Parents, Employees, and Published/posted for notification to the general public before school begins each year.

Scotty Van Worth, Superintendent

GRIEVANCE FOR ALLEGED DISCRIMINATION COMPLAINTS: DEFINITIONS, PRE-FILING, FILING PROCEDURES, AND GENERAL PROVISIONS

1. DEFINITIONS

- a. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, sex (including sexual harassment), age or qualified disability.
- b. **Grievant:** Any person enrolled in School district or employed by the District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age, or qualified 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 coordination. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievant in this paragraph, members of the public may also be a potential

grievant. For the purpose of this policy, a parent's complaint or grievances shall be handled in the same manner as a student's complaint.

- c. **Title IX, ADA, Title 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, Title VII of the Civil Rights Act, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal opportunity. The coordinator under Title IX, ADA, Title 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. The Board of Education designates the Title IX/504 Coordinator.
- d. **Respondent:** The person alleged to be responsible for the violation 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 area covered in the complaint.
- e. **Day:** Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and legal holidays.

2. **Pre-filing procedures:**

- a. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the applicable Coordinator, and reasonable effort should be made to resolve the problem or complaint.

3. **Filing and processing discrimination complaints:**

- a. **Grievant:** Submits written complaint to the applicable Coordinator, stating name, nature, and date of alleged violation; 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 president of the Board of Education for assignment. Complaints must be submitted within 10 days of alleged violation. A complaint form is available from the Superintendent's office or can be obtained from the District's website homepage.
- b. **Applicable Coordinator or Board President:** Conducts an investigation, within 10 days, to the extent reasonable possible, which would include but not be limited to, interviewing the complainant, and witnesses, review of any supporting documents and interviewing the respondent; and asks respondent supporting documents and interviewing the respondent; and asks respondent to:
 - i. Confirm or deny facts;
 - ii. Indicate acceptance or rejection of student or employee's requested action;
 - iii. Outline alternatives, or
 - iv. Other action as may be indicated by the specifics of the complaint.
- c. **Respondent:** Submits written answer within 10 days to the applicable Coordinator.
- d. **Applicable Coordinator:** within 5 days after receiving respondent's answer. Applicable Coordinator schedules a hearing.
- e. **Grievant, Respondent and Applicable Coordinator:** Hearing is conducted. In circumstances involving allegations of sexual harassment, the applicable Coordinator may determine that is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- f. **Applicable Coordinator:** Issues within 5 days after the hearing a written decision to the Grievant and Respondent.
- g. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 5 days and request, in writing, a hearing with the District's Superintendent. This step is applicable only to situations in which a Coordinator other than the Superintendent conducted the initial hearing.

- h. Superintendent: Schedules within 10 days a request a hearing with the Grievant and Respondent.
- i. Superintendent, Grievant, and Respondent: Hearing is conducted.
- j. Superintendent: Issues a written decision within 5 days following the hearing.
- k. Grievant or Respondent: Of the Grievant or Respondent is not satisfied with the decision, they must notify the Superintendent, in writing, within 5 days following the hearing.
- l. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
- m. Board, Grievant, Respondent, Superintendent, and Applicable Coordinator: Haring is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

IV General Provisions:

- A. Extension of time: any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, the District shall provide copies of any polices or rules prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified disability, or veteran status.
- C. Confidentiality of Records: Complaint record will remain confidential, to the extent allowed by the law, unless permission is given by the parties involved to release such information. All compliant records will be kept separate from any other records of the District. No complaint record shall be entered in any records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee.
- D. Representation: The Grievant and Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision make 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.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the grievant should contact the Superintendent.

SOPER SCHOOL TERMS AND CONDITIONS FOR USE OF INTERNET

All students must have an Internet access form completed and on file before use of the internet is permitted.

Internet access is not available to students and teachers in the Oklahoma public school districts. Internet offers vast, diverse, and unique resources to both students and teacher. Our goal in providing this service to teachers and students is to promote educational excellence in Soper School by facilitating resources, sharing innovation, and communications.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communications with people all over the world
2. Information and news
3. Public domain and shareware of all types
4. Discussion groups on a plethora of topics ranging from diverse cultures to environment to music to politics
5. Access to many university catalogs

With access to computers and people all over the world also come the availability of material that may not be considered to be of educational value in the context of the school setting. Soper School has taken available precautions to restrict access to controversial material through adult supervision. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individual on social interworking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior, however, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Soper schools, firmly believe that the valuable information and interaction use must be in support of education and research and consistent available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Soper Schools user violates any of these provisions, his or her access will be terminated and future access could possible be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and condition carefully and understand their significance.

INTERNET - TERMS AND CONDITION

1. Acceptable use – the purpose of NSFNET, which is the backbone network to the internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and opportunity for collaborative work. School with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate of that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copy right material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
2. Privileges – The use of internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion with a Local Education Agency (LEA) faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.
3. Netiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Your messages should both be abusive to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Illegal activities are strictly forbidden.

- e. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g. All communications and information accessible via the Network should be assumed to be private property.
- 4. Soper School and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. Soper School and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, no deliveries, or service interruptions, caused by negligence, errors, or omissions. Use of any information obtained via Soper School, or the Oklahoma State Department of Education is at the users own risk. Soper School is not responsible for the accuracy or quality of information obtained.
 - 5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will notify to system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to internet.
 - 6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data, or another user, internet or any agencies or other networks that are connected to the NSFNET internet backbone. This includes, but is not limited to the uploading or creating of computer viruses.
 - 7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to the Soper School, the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of parties and supersedes all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

Soper Public School does not discriminate on the basis of race, color, national origin, qualified handicap, or veteran

Scott Van Worth
Title IX, Section 504 Coordinator

INTERNET ACCESS AGREEMENT

I, as superintendent of Soper School District, Understand the above Terms and Conditions for Internet Access, I further understand that any violation of the regulations above is unethical and may constitute a criminal offence, should our school district commit any violation, our access privileges may be revoked and/or appropriate legal actions may be taken.

Superintendent's Signature: Deetha Van Worth
Date: 6-4-13

I, as school board president of Soper School District, understand the above Terms and Conditions for Internet access. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should our school district commit any violation, our access privileges may be revoked and/or appropriate legal action may be taken.

School Board President's
Signature: Regella Jones
Date: 2018

IMPORTANT INFORMATION FOR PARENTS ABOUT MENINGOCOCCAL DISEASE AND MENINGOCOCCAL

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

☐ Brain damage,

- ☐Hearing loss,
- ☐Amputation of arms or legs,
- ☐Learning disabilities, or
- ☐Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- ☐Neisseria meningitidis
- ☐Streptococcus pneumoniae,
- ☐Group B streptococcal disease, and
- ☐Haemophilus influenza type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitides (Nay-sear-e-a men-in-git-it is), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjo- kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves.

If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

Signs and Symptoms of Meningitis

- ☐☐Headache
- ☐☐Fever

- ☐ ☐ Chills
- ☐ ☐ Stiff neck
- ☐ ☐ Extreme tiredness
- ☐ ☐ Vomiting
- ☐ ☐ Sensitivity to light
- ☐ ☐ Rash of purplish black-red dots or splotches
- ☐ ☐ Confusion
- ☐ ☐ Seizures

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of, MCV4 are recommended for:

- ☐ ☐ All adolescents 11-18 years of age, and
- ☐ ☐ Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a onetime booster dose should be given at age 16 through 18 years. Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- ☐ ☐ Do not have a spleen,
- ☐ ☐ Have terminal complement deficiencies,
- ☐ ☐ HIV infection, or
- ☐ ☐ Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose. MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- ☐ ☐ Have no health insurance,
- ☐ ☐ Are Medicaid eligible,
- ☐ ☐ Are Native American, or
- ☐ ☐ Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these web sites: National Meningitis Association at www.nmaus.org Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)

2009 LEGISLATION



SANDY GARRETT
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

May 26, 2009

H.B. 1826 - School Clubs and Organizations

Dear Superintendent:

House Bill 1826 becomes effective November 1, 2009. It requires each board of education to annually notify parents about clubs and organizations sponsored by or under the direction and control of the school. The annual notification must 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. This amendment to the law places responsibility on the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

The amendment also defines "clubs and organizations." A copy of the bill is attached for review.

If you have questions, please contact Kay Harley, General Counsel, Legal Services, at (405) 521-4890.

Sincerely,

Sandy Garrett
State Superintendent

SG:bsw

Attachment: House Bill 1826

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