

BARTLETT ACADEMY

Student Handbook

2023-2024



SAPULPA PUBLIC SCHOOLS

BARTLETT ACADEMY
603 South Park, Sapulpa OK 74066

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Faculty and Staff

NAME	POSITION	EMAIL	PHONE	EXT.
Ashley Tselee	Principal	atselee@sapulpaps.org	918-224-7958	2354
Debbie McMunn	Building Secretary	dmcmunnn@sapulpaps.org		2350
Rhonda Thompson	Counselor/ Electives	rthompson@sapulpaps.org		2362
Christy Anderson	Therapeutic Counselor	cscott@sapulpaps.org christy.scott@creoks.org		2355
Ashley Green	Math Teacher	agreen@sapulpaps.org		2365
Kyle Bloomer	Social Studies Teacher	jbloomer@sapulpaps.org		2366
Carl Fisher	Science & Technology Teacher	cfisher@sapulpaps.org		2358
Alisha Kirk	Language Arts & Art Teacher	akirk@sapulpaps.org		2359
Ryan Wright	Language Arts & English Electives	rwright@sapulpaps.org		2356
Kari Kearney	Special Education	kkearney@sapulpaps.org	918-224-6560 Ext. 2779	2364
OTHER IMPORTANT NUMBERS				
Robert Armstrong	Superintendent	rarmstrong@sapulpaps.org	918-224-3400	
Johnny Bilby	Assistant Superintendent	jbilby@sapulpaps.org		
Stephen Shibley	Director of Transportation	sashibley@sapulpaps.org	918-224-7089	
Hayley Holmes	Director of Child Nutrition	hholmes@sapulpaps.org		
Seth Shibley	High School Principal	seshibley@sapulpaps.org	918-224-6560	
Denzil Stamper	Junior High Principal	dstamper@sapulpaps.org	918-224-6710	

SCHOOL HOURS

	MONDAY	TUESDAY-FRIDAY
OFFICE	7:30 am - 4:00 pm	7:30 am - 4:00 pm
BREAKFAST	8:20 am - 8:40 pm	8:00 am - 8:20 am
LUNCH & ENCORE	10:48 am - 11:28 am	11:03 am - 11:43 am
DISMISSAL	2:40 pm	2:40 pm

INTRODUCTION TO BARTLETT ACADEMY

Bartlett Academy has an atmosphere based on kindness, mutual respect, trust, and accountability. Bartlett Academy utilizes many tools to help our students find their own path to success. We offer greater access to counseling and support, more individualized courses of study, flexible scheduling, lower student-teacher ratios, and a more supportive classroom atmosphere.

The goals of the program include a reduced drop-out rate, an increase in the number of academic credits earned, a decrease in the number of absences, a decrease in the number of classes failed, an increase in the student grade point average, an improvement in standardized test scores, a reduction in behavioral problems, and college and career readiness for each student.

OUR VISION AND MISSION

We are here to educate and support students through a “whole person” approach to education. Bartlett Academy provides a responsive education system and learning climate for non-traditional students. Our focus is on delivering educational, social, spiritual, cultural, and psychological services to youth. Bartlett provides a forum for learning the necessary skills to become productive citizens in our community and our world as a whole. Therapeutic interventions will be used to assist our students in reaching their goal of graduating from high school and becoming productive, capable, and caring young adults.

Bartlett’s core instruction focuses on real life, authentic learning and assessment. Students will be engaged in exploring their interests and developing projects that align with their interests. Student voice and choice are important to the staff as well as providing relevant, real life application of education. Students are encouraged to collaborate with each other, explore their interests, use technology, and expand their minds and ideas.

BARTLETT STUDENT CREED

I am a **DRAGON**.

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

I am a Bartlett Academy Dragon!

Referral and Application Process

REASONS FOR REFERRAL

Excessive Absence	Academic Deficiencies	Physical /Mental Health Issues
Behavioral Difficulties	Low GPA / Credit Deficiencies	Tobacco Use Violations
Excessive Disciplinary Issues	Excessive Tardies	Frequent Moves
Emotional/School Adjustment	Lack of Motivation	Juvenile Justice Involvement
Difficulty Paying Attention	Fighting w/Peers	Anger Management Issues
Defiance of Authority	Substance Abuse Issues	Homeless
Grief/Loss Issues	Pregnant/Parenting Teen	Bullying/Harassment
Depression	Social Anxiety	Low Self-Esteem

REFERRAL AND INTAKE PROCESS

- To be considered for Bartlett Academy, students must be enrolled in Sapulpa Junior High or Sapulpa High School.
- Students must be referred to Bartlett Academy by a Sapulpa Jr./Sr. High School Administrator or Counselor.
- Students must obtain a Bartlett Academy Application packet from their Counselor. Applications are to be turned into a Sapulpa Jr./Sr. High School Administrator or Counselor.
- Each student and parent/guardian will be expected to fill out an application for referral (to be considered for our program). Incomplete paperwork/applications will not be considered for review.
- The Bartlett Academy Advisory Team will meet to review applications in order to determine which candidates will be referred to our program. Priority level for referral will also be determined.
- After the Bartlett Academy Advisory Team meets and reviews the applications, students are either offered an interview to further the application process, referred elsewhere, or placed on a waiting list.
- The Interview Process: Parents and students will be required to interview with Bartlett Administrator and a staff member to determine if the student's needs can best be served at Bartlett Academy. Parents and/or guardians are a valued part of their child's education team and parent/guardian participation throughout their child's enrollment is required if the student is to be admitted to Bartlett Academy. After the interview process, the parent will be notified if the student will be admitted, declined or put on the waiting list.
- Program entry is always voluntary. If a student decides they no longer want to attend or decline their acceptance into the program, they forfeit their spot in the

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

- Students will sign a contract upon entrance to the program to address specific concerns (attendance issues, discipline issues, limited academic success, etc.). If at any time, the student becomes disengaged in learning (over a period of time), has excessive absences, becomes uncooperative, disruptive to the learning environment, a discipline problem, and/or the parent/guardian is unresponsive or uncooperative in their child's learning, the student may be released to their home school, placed in the district's virtual program or referred out to another program. If this happens, the student may reapply to Bartlett Academy.

WAITING LIST

- As openings occur in the program, the waiting list will be reviewed by the Principal at Bartlett Academy. Current grades, discipline, and attendance checks are often conducted at this time to determine which students currently need the program the most and which are more likely to benefit.
- The "Waiting List" is fluid and ever changing and depends on priority of need. In addition, special circumstances may impact the waiting list.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Bartlett Academy and the Sapulpa Public School District is as follows:

1. Withdrawal form shall be obtained in the Main Office.
2. Authorization for withdrawal:
The parent or legal guardian must accompany the student.
3. Withdrawal forms must be signed by all teachers, the secretary, and the principal.
4. All books, chromebooks and chargers need to be turned in at the time of withdrawal.
5. All financial obligations must be cleared before final withdrawal.

RE-ENTERING THE PROGRAM

Students who leave or are dropped from Bartlett Academy due to excessive absences, behavioral issues, academic deficiencies, or other unproductive issues must reapply. Students who are allowed to re-enter may be placed on a Last Chance Contract and will be monitored very closely. If the Last Chance Contract is violated, the student will be referred to another program such as Virtual School, Central Tech Turning Point or a GED Preparation Program.

NON-DISCRIMINATION CLAUSE

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

DAILY SCHEDULE AND MEALS

BELL SCHEDULE

MONDAY		
	TIME	MINUTES
BREAKFAST	8:20 - 8:40	20
PERIOD 1	8:44 - 9:44	60
PERIOD 2	9:48 - 10:48	60
LUNCH	10:48 - 10:58	10
ENCORE	10:58 - 11:28	30
PERIOD 3	11:32 - 12:32	60
PERIOD 4	12:36 - 1:36	60
PERIOD 5	1:40 - 2:40	60

TUESDAY - FRIDAY		
	TIME	MINUTES
BREAKFAST	8:00 - 8:20	20
PERIOD 1	8:20 - 9:15	55
PERIOD 2	9:19 - 10:14	55
ADVISORY	10:18 - 11:03	45
LUNCH	11:03 - 11:13	10
ENCORE	11:13 - 11:43	30
PERIOD 3	11:47 - 12:42	55
PERIOD 4	12:46 - 1:41	55
PERIOD 5	1:45 - 2:40	55

ADVISORY CLASS

Every student is assigned an Advisor when they enter our program. Their Advisor will work with them throughout their academic career at Bartlett Academy. On Tuesdays through Fridays, students go to their Advisory Class to give and receive updates on academic progress, discuss current issues, receive special instruction (Project Based Learning, guest speakers, etc.).

Advisory Class is extremely important because it prepares the students for the day, and it is a place where they can get updates on their individual grades, help with current projects and issues, and a variety of other things that will affect their success. Students do get a grade and credit for their participation in Advisory Class.

PASSING PERIODS

Students should take care of their business, between classes, during passing periods. This includes making phone calls, using the restroom, dropping off assignments to other teachers, going to lockers, etc. If you think it will take you longer than the passing period allows, drop by your next class and tell your teacher what you are doing so they don't count you absent or tardy.

ENCORE

Encore is the time after lunch that students in grades 10-12 may leave campus, if they have permission to do so. Students in grades 8-9 may go outside, but they must remain on campus. If a student needs to make up time, they must remain in the Commons area and be doing school work.

Notice: Students who are habitually late returning from Encore on time may lose their off-campus privilege.

MEAL PRICES

	Reduced	Full Price
Breakfast	\$.30	\$1.75
Lunch	\$.40	\$3.00

- Charging breakfast and/or lunch will not be allowed. Money can be placed into an account for each student. Students must have money in their account or in-hand to purchase their meal.
- Breakfast/Lunch is brought in from the Sapulpa HS cafeteria, but you are welcome to bring your own lunch.
- Students will be notified when their meal account gets low in funds.
- Parents are ultimately responsible for ensuring that their child has the money and/or resources to eat while they are at school.
- Eating breakfast and lunch is strongly encouraged. It's hard to learn when you're hungry.

- Meals are ordered through a Google Form that students can access from their Advisory class on Schoology. Orders for that day's lunch and the following day's breakfast must be submitted no later than 10am each morning.
- Students will not be allowed to bring their lunch back from Encore and eat during class time. Therefore, make sure you have time to eat what you ordered and then make it to class on time.
- Students who leave campus for Encore should understand that this is a **privilege** and may be revoked if they do not behave responsibly while off campus or if they fail to return to campus on time.

See [CHILD NUTRITION](#) for more details.

ACADEMICS

TERMS

Bartlett Academy is an accelerated program. We offer four Nine-Week Terms per year. The same amount of instruction and work is required in the Term as would be required in a regular 18-week semester.

GRADUATION REQUIREMENTS

Upon enrollment in the Bartlett Academy Program a Graduation Ladder (credit check sheet) will be developed. This will identify current status regarding credits earned and credits still needed to graduate. Each student's progress will be consistently monitored to track progress. Students and/or their parents/legal guardians will receive periodic updates on their academic progress.

CORE CURRICULUM GRADUATION REQUIREMENTS

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

COLLEGE PREPARATORY/OKLAHOMA PROMISE REQUIREMENTS

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

TESTING REQUIREMENTS

In addition to meeting course requirements for graduation students MUST take state mandated tests. These tests are required by the Oklahoma State Department of Education and must be completed before graduation. Additional information and

details will be provided to students and parents as the testing window approaches, usually after Spring Break.

9th Grade

All 9th grade students will be required to take the US Naturalization Exam. Students must receive a score of 60% or better in order to meet this graduation requirement.

11th Grade

Required tests for 11th grade include: ACT with writing component, Science and US History

ADDITIONAL GRADUATION REQUIREMENTS

In addition to testing and required courses, students must also meet the following State Requirements for graduation:

Personal Financial Literacy Objectives – students at Bartlett Academy will earn this graduation endorsement by completing the elective course, Personal Financial Literacy.

CPR Training – students at Bartlett Academy will receive this graduation endorsement by the end of their senior year through training with the District Nurse, Lori Garden. Training sessions take place at least once per term (or nine-week period).

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

COURSES OFFERED AT BARTLETT ACADEMY

	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
English	English 8th	English I	English II	English III	English IV
Math	Pre- Algebra	Algebra I	Geometry	Intermediate Algebra	
Science	Earth Science	Physical Science	Biology I	Any two of the following courses: Environmental Science, Zoology, Anatomy, Physiology	
Social Studies	US History 8th	Oklahoma History and Government	World History	US History	

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

- Students who have 10 credits and are classified as a Junior or Senior may attend Career Tech.
- Acceptance at Career Tech is based on various criteria including attendance, grades, and discipline records.
- Students may attend the Sapulpa or Drumright campus, depending upon the program they select. Transportation is provided to both campuses.
- Detailed information will be provided to eligible students during the school year. Students may ask the counselor or principal for further details.

STUDENT PROGRESS/STATUS

Individualized instruction is available for all students as needed; however, students are expected to perform to the very best of their abilities. Failure to do so may result in the student being dropped from the program or him/her being referred to other education options (such as Virtual School).

Parents or legal guardians may contact Bartlett Academy staff at any time to check on a student's progress. You may call and leave a message for the teachers if they are in class. Preferably, you may email your student's teacher by using the email addresses located in the front of this handbook or going to the school website which is found on the District website. Teachers will notify parents if failure seems imminent.

Parents should keep careful track of student absences and be aware that students may not receive academic credit if the student fails to attend at least 80% of the time (no more than 5 absences per Term). Students who fail classes due to lack of attendance seriously jeopardize their opportunity for continued enrollment at Bartlett Academy. See the Attendance section of this handbook.

CLASS OPTIONS

Alternative education students are offered a variety of scheduling options. Students are allowed to take a smaller or larger number of classes than traditional students according to their unique situation. This will be determined by the Principal at Bartlett Academy. For example, some students may not be able to cope with a full day of classes and may need an abbreviated school day. Conversely, students may be allowed to take

extra classes so they can catch up on their credits. Approved students may also have the option of taking Independent Study courses in addition to the standard courses for the day.

Credit Recovery classes can be added into the student's daily schedule to work on courses which students have previously failed. Students who need credit recovery may also enroll in Virtual courses (requires approval from the Principal).

PROFICIENCY BASED EDUCATION (Versus Traditional Seat Time Requirements)

Our program provides our students with the opportunity to earn more credits typically earned in a semester or year. We do this by providing students with a list of requirements (syllabus) for every course which may include: bookwork, worksheets, projects, tests, research papers, oral presentations, computer applications, etc. which are skill based. The syllabus is structured to meet State Standard Requirements. In addition, some type of Project Based Learning will be incorporated into each course. In order to earn credits the student must meet each requirement for that course (level of mastery) set forth by the teacher. This allows our students the opportunity to work at their own pace toward earning the number of credits they need to graduate from high school.

HOMEBOUND INSTRUCTION

When a student is seriously ill, injured, or otherwise incapacitated, Bartlett Academy has the option of developing a short-term homebound instruction plan. Also, in rare instances, homebound instruction may be deemed appropriate for a student who is temporarily unable to function in the Alternative educational environment. This type of instruction is developed on an individualized basis and is offered only if other options have been exhausted and if it can be done without overburdening Bartlett Academy Staff. This option will be the exception to the rule and used only in very dire circumstances. This option may be determined appropriate by Bartlett Academy's Principal and Counselor.

If the student's situation calls for a long-term homebound instruction program, this should be requested through the district's Special Services Department.

For additional information, see Academic Probation and Cheating and Homework in the Expectations and Rules section of this handbook.

SPECIAL SERVICES, ACCOMMODATIONS, AND OTHER

SCHOOL ACTIVITIES

Activities sponsored by the high school administration have rules and regulations that are to be followed by all of our students. Some of the rules and regulations governing Bartlett Academy may differ from the high school; however, at high school activities, all Bartlett Academy students and/or their guests are expected to abide by the rules and regulations as set forth by Sapulpa High School, or their home school.

The Bartlett Academy administration will screen and approve our students for involvement in high school activities or at their home school. In addition, the Bartlett Academy administration will be responsible for providing a list of approved students to the high school administration approximately five (5) days before the activity. Home school administration and/or Bartlett Academy administration reserve the right to refuse admittance of any Bartlett Academy student.

Furthermore, supervision at these activities is to be provided for high school students by high school administration. Supervision for activities sponsored by Sapulpa High School, in which Bartlett Academy students wish to participate, will be provided by Bartlett Academy administration.

The following are approved activities for Bartlett Academy students:

- Homecoming Assembly
- Senior Circle
- MORP
- Prom
- Senior Assembly & Picnic
- Graduation Practice & Graduation Exercises
- Snowball (Winter Dance)

Special programs scheduled throughout the school year at the student's home school may be attended by Bartlett Academy students. Prior permission from the administration of the student's home school and Bartlett Academy administration will be necessary. Students who choose to violate this arrangement may be suspended from participation in future activities and/or from school.

COMMUNICATION AND CONFIDENTIALITY

The entire staff meets at least one day a week to discuss student progress, to share ideas and concerns, and to explore possible interventions and support to assist our students to be successful in school and life.

Students should expect that information concerning them will be treated with respect for their privacy. However, staff members have a duty to report information concerning students who intend to hurt themselves or others to appropriate persons or agencies.

COUNSELING AND CRISIS MANAGEMENT

Should a crisis develop in a student's academic program or personal life, the entire staff at Bartlett Academy is available for consultation and counseling as well as the on-site Therapeutic Counselor provided by CREOKS. A problem-solving approach is taken to help students learn how to deal with problems and to help remove barriers to learning. In some cases, outside agencies may be contacted to assist/support the student. We have certified counselors on staff at all times. Students should feel free to talk to any teacher, the counselor, or the principal about issues that are affecting them. Confidentiality is strictly observed here, and we seek to HELP our students however we can.

SENDING SCHOOL PRIVILEGES

When a student is referred to Bartlett Academy they remain a student of their sending school in the following ways:

- Grades are reported and recorded
- Bus transportation is provided when needed
- Demographics stay on file at sending school
- Receive their diploma and transcripts from their sending school
- Can participate in graduation exercises with their class
- Can participate in senior activities with their class
- Can participate in their sending school athletics (with approval)
- Can attend extra curricular activities of their sending school

These privileges depend on the student's enrollment status. Students who are currently under suspension from their home school may not be allowed to participate in, or attend, any school functions.

Students who are suspended are not allowed on any of the Sapulpa Public School campuses.

COLLEGE DAYS

Seniors will be allowed two (2) days to visit colleges or universities. You must have approval two (2) school days in advance. Forms will be available in the main office. Underclassmen are not permitted to participate in college visits.

INDIAN EDUCATION SERVICES

The Department of Indian Education of Sapulpa Public Schools exists to serve Indian students in this school district. Services are provided in these areas: Indian cultural classes, classroom presentations on Indian culture, a resource lending library, tutoring at the elementary and secondary levels, and a Secondary Resource Advisor.

For more information:
Chupco

Director of Indian Education Services: Kayla
Woodlawn Annex
1125 E. Lincoln Ave.
Sapulpa, Oklahoma 74066
(918)-224-9322

SPECIAL CONSIDERATIONS

- *The faculty will always retain the right and will be flexible in order to adapt to student needs.*
- Students and parents/guardians need to understand that each child enrolled at Bartlett Academy comes to the program with his/her own individual problems and needs.
- It is our goal to work with parents/guardians, grandparents, social workers, or significant others involved in our students' lives in order to provide a comprehensive support system so that they can be successful academically, socially, emotionally, culturally, and psychologically.
- Parental involvement is an important key to success for our students.
- *The Administration reserves the right to deal with each child on an individual basis. What is best for one child may or may not be in the best interest of another.*

STUDENT RECORDS/LETTERS?NOTICES/TRANSCRIPTS REQUEST

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

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

ATTENDANCE

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

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

A. INCENTIVES

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

B. ATTENDANCE REQUIREMENT

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

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

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

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

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

C. ABSENCE CATEGORIES

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a

school sponsored activity, the activity must be under the direct supervision of a teacher or coach. STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:
 - Personal or family illnesses
 - Medical appointments
 - Legal matters, including service on a grand, multicounty grand, or petit jury *
 - Extenuating circumstances deemed necessary by the principal
 - Observance of holidays required by a student's religious affiliation.

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

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.
4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests.) No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES

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

E. HALL PASSES

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

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem.

The following steps will be utilized:

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

G. CHRONIC ABSENTEEISM

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

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

EXPECTATIONS AND RULES

ESSENTIAL EXPECTATIONS

1. Be Respectful
2. Be Responsible
3. Be Ready to Learn

These three Rs umbrella the expectations for students at Bartlett Academy. Students are expected to respect themselves first, then fellow students, as well as all adult staff, visitors, or anyone else. Students are to be respectful of all things, too. Students are expected to be responsible with their actions, personal and school property, and responsible with anything else. Students are expected to come to school READY TO LEARN. Being ready to learn means coming to school every day, on time, with the proper attitude and necessary supplies such as chromebook and charger, paper, pens, pencils, etc.

RULES FOR GENERAL BEHAVIOR

One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following is a partial list of infractions which are not tolerated at school:

- Inappropriate language or gestures
- Disrespectful talk or writing about/to peers or faculty and staff, gossiping, or spreading false information/rumors
- Aggressive behavior or fighting
- Encouraging and/or instigating aggressive behavior or fighting
- Cheating and/or plagiarism

DEMOGRAPHIC INFORMATION

Each student enrolling at Bartlett Academy must complete a student Intake packet. Any changes in address, phone numbers, emergency contacts, etc. must be made available to the office immediately. In case of illness, disciplinary action or other emergency, it is necessary for parent/guardian to provide at least three contact numbers that will remain on file in the office. Only those people listed on the provided demographic information sheet will be allowed to pick up or meet with our students.

Exemptions to this would include: DHS caseworkers, counselors, therapists, probation officers, law enforcement officers, or other representatives from the court system.

CAMPUS RULES

- Once students arrive for the beginning of the school day, they must stay in attendance. Students may leave campus when the last class of the day is dismissed and the bell rings.

- Any student who leaves campus without prior permission from staff is automatically absent for that entire day. Parents will be notified and a truancy ticket may be issued.
- We do have an open campus lunch policy for grades 10–12. Students in grades 10–12 are allowed to leave campus for Encore as long as they have a permission form on file signed by their parent/legal guardian.
- Leaving campus for Encore is a privilege and may be revoked at any time if unsafe situations occur or students begin to abuse the privilege. Off campus privileges may be revoked for individual or all students if deemed necessary by the principal.

INTERNET ACCESS

Bartlett Academy students have access to the boundless opportunities provided by the Internet. However, all of the information and resources available cannot be classified as appropriate or educational. Therefore, each student will sign an Internet Use Policy agreement, which provides guidelines for their use. *YOU MUST READ THE INTERNET ACCEPTABLE USE POLICY 931*. The policy details all the rules and regulations regarding use of the Internet.

For more information see District Policy [931 INTERNET ACCEPTABLE USE POLICY](#)

CHEATING

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. The penalty will fit the crime and may result in loss of grades, loss of credit, and/or suspension.

ACADEMIC PROBATION

Students who choose not to complete satisfactory work in class and/or homework assignments, have failed to make up missed assignments, or have failed multiple courses may be placed on an Academic Contract. A conference with the student and the student's parent/guardian may be necessary to explore available options regarding continued enrollment in Bartlett Academy's program. Failure to meet the requirements of the Academic Contract may lead to suspension or being dropped from the Bartlett Academy program.

HALL PASSES

- Students must have permission to be in the halls during class time.
- The Pass must be visible at all times as evidence of permission.
- ONLY ONE student will be allowed out of any one teacher's classroom at any given time. Students who are out of their assigned class without a pass are subject to disciplinary action.
- Students who leave the campus must check out through the main office.
- Students having appointments off campus during class time should have a parent notify the office by phone.
- If a student leaves the campus without checking out through the main office, his/her absence will be recorded as an absence. Parents/guardians will be notified.

CLASSROOM POLICIES

Every instructor has their own classroom rules and expectations.

- Find out what each instructor will or won't allow. Please follow each teacher's rules.
- The use of headphones is at the discretion of each individual teacher.

Detention Referral Form

It is important that each student comes to school with a positive attitude and the determination to learn. Teachers have the option to help students recognize bad habits with an assigned detention via a Referral Form. This is a digital form which the teacher can use to identify poor behavior such as not working in class, leaving class without permission, cussing, etc. The date and time of the detention will be determined by the student and the teacher. Options for detention include: AM DETENTION (Tue-Fri 7:30-8:00am), PM DETENTION (Mon-Fri 2:40-3:10pm), and with principal approval, LUNCH DETENTION (held during Encore time). If the student does not select a date and time for detention, one will be assigned to him/her by the teacher. If a student does not attend the assigned detention, the teacher overseeing that detention session will make an office referral to the principal where further disciplinary action will take place.

Continued and/or excessive referrals to the Principal and/or Counselor will be taken into consideration. Suspension from school may be suitable consequences. Excessive suspensions may result in the student being long-term suspended and/or dropped from our program.

SPECIAL NOTICE ABOUT BEHAVIORS

There may be times throughout the school year when personalities and/or unforeseen and/or uncontrollable life circumstances may affect the dynamics of a classroom. During such times, it will be at the discretion of the Principal and/or Counselor to assess the situation and determine the appropriate path or placement option for those student(s). This may include: temporarily relocating a student to a designated area for a period of time, allowing the student to take a time-out, relocating student to a different class, rearranging the student's schedule, or any other option deemed appropriate and in the best interest of the student by the Principal and/or Counselor.

RESTROOMS

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

HOMEWORK

- Students come to Bartlett Academy because they want and need to learn.
- Many times, students come to Bartlett Academy because they are behind in credits. Therefore, it requires more work both in school and at home to catch up.

- It is your responsibility to complete assignments in a satisfactory manner and turn them into your teacher upon completion.
- Students assigned homework will be responsible for completing assignments in a satisfactory and timely manner. If you have not completed enough work, to the satisfaction of the teacher, the teacher may assign detention.

Bartlett Academy Administration reserves the right to make arrangements for special circumstances and/or unforeseen emergency situations. However, these situations will be rare and based on individual student needs.

LOST OR DAMAGED ITEMS

- Books or electronic devices such as Chromebooks, tablets, Ipads, computers, etc, that have been lost or damaged must be paid for in full.
- Students should pay the Secretary in the main office. NOTE: keep the receipt in case the book or electronic device is found.
- Students should check the condition of their books or electronic devices when they are distributed and notify the teacher immediately if there is evidence of damage so they can make note of any damages.
- The teacher or staff member will document the day the book or electronic device is given to the student.
- When the student completes the course he/she will need to check the book or electronic device back in, to the teacher and the teacher will document its return.
- Students are responsible for putting their names in each textbook assigned to them.

NOTICE: Grades and transcripts can be withheld for failure to return textbooks, chromebooks, and other fees owed to the school.

DETENTION

Detention is a correctional measure used when it is deemed appropriate. In order to discourage negative choices, and to encourage positive decision making, we have implemented AM DETENTION (Tue-Fri 7:30-8:00am), PM DETENTION (Mon-Fri 2:40-3:10pm), and with principal approval, LUNCH DETENTION (held during Encore time).

Detention may be assigned should a student choose to:

- Fail to turn in completed assignments
- Fail to return assigned homework within given time frame (determined by teacher)
- Tardies
- Inappropriate language/gestures, inappropriate behavior
- *Any other behavior which violates Bartlett Academy's Policies*

Students assigned to detention must report to the teacher that is to hold detention duty for that day. There will be a sign outside the main office indicating where detention is located as well as outside the teacher's classroom.

The student must bring legitimate work and work the entire duration or it doesn't count and you may be assigned additional detention or be suspended.

Failure to report on time will be counted as a “NO SHOW”. Any student who chooses not to attend their assigned Detention will receive an office referral and will be subject to further disciplinary action.

Detention transportation arrangements will be the student’s responsibility and will need to be taken care of before school, during passing period or during Encore ---- NOT during class time.

Parents are expected to provide transportation for their student whenever they are assigned detention.

Students who are enrolled in Career Tech’s program will be assigned detention that coordinates appropriately with the student’s tech schedule.

LUNCH/ENCORE DETENTION

Lunch/Encore Detention is assigned at the discretion of the principal. Any student wishing to serve detention during the time must receive the approval of the principal. Lunch/Encore detention is served in the principal’s office during encore time. The student must bring legitimate work and work the entire duration of the detention session. If a student does not have work to complete during the detention session, additional tasks may be assigned to be completed in and around the campus such as picking up litter around the exterior of the campus. If additional tasks are not completed satisfactorily or the student declines to complete the additional tasks, the detention will not count and further disciplinary action will be taken.

WHAT TO BRING TO SCHOOL

Students are expected to furnish their own paper, pencils, pens, and calculators. Learning materials (books, workbooks, etc) will be furnished.

- A supply list will be provided at the time of Intake.
- Bring your charged Chromebook, plus any necessary books, paper, pencil, pen, etc. as instructed by Bartlett staff. Students arriving unprepared wastes everyone’s time. These students may be asked to go home and return prepared.
- Bring only articles that help you to have an orderly and pleasant learning environment.

Please refer to the chromebook information and procedures handbook for details on the use, care, protecting, insuring, repairing, and replacing of chromebooks.

You are responsible for any personal possessions brought to school.

WHAT NOT TO BRING TO SCHOOL

- Don’t bring what you can’t afford to lose
- Any item which is considered to be a distraction of the educational process will be confiscated and returned to the student’s parent/guardian only. This is at the discretion of the Principal and other designated Bartlett Academy Staff.
- Possession of any item(s) which violates Bartlett Academy and/or Sapulpa Public School’s policies will be confiscated. Disciplinary action may be taken.

- If a student is found to be in possession of any kind of tobacco product, e-cigarette/vape, tobacco paraphernalia, alcohol, alcohol paraphernalia, prescription or over the counter medication, illegal drugs, or drug paraphernalia, disciplinary action may be taken. Smoking, drinking, use or sale of tobacco, alcohol, or drugs on school property will result in suspension and/or loss of placement at Bartlett Academy.

** * * The school assumes no responsibility for items missing or stolen. * * **

LOCKERS

Students have the option to be assigned a designated locker for which he/she will be responsible for maintaining. Lockers may be searched at any time. Book bags will be stored in the student's assigned locker. Students need to ensure that their locker is locked and that the combination is not shared with other students.

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

- A. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combination and will retain master keys to all lockers, cabinets, etc. as applicable. Thus, although students have privacy rights in their locker contents against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time and for any reason.
- B. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing, or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.
- C. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

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

STUDENT SEARCH AND SEIZURE

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

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

Reasonableness

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

Scope

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

Discovered Items

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

Refusal to Submit to Search

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

Reports

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

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

CELL PHONES AND WIRELESS TELECOMMUNICATIONS DEVICES

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

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

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse or bookbag.

B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch,

meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a student may forfeit his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator.

Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to Authorized school personnel. Refusal by a student to give the device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is in possession of or abusing the privilege to carry a cell phone or any telecommunication device shall have the authority to remove the cell phone or device from the student's possession. Failure to relinquish a cell phone or device to a staff member upon request is a direct violation of this policy which may result in disciplinary action.

First Offense

The student may be allowed to retrieve his/her cell phone from Bartlett Academy Administration (Principal or Counselor) after school hours with a verbal and/or written warning.

Second or Repeated Offenses

Violation of this policy may result in the student's cell phone being confiscated. Arrangements can be made for the student's legal parent/guardian to pick up the confiscated device. Repeated violations of this policy may result in suspension.

Bartlett Academy is NOT responsible for lost, stolen or damaged cell phones.

CELL PHONE CONTACT

NOTE TO PARENTS: Please do not call or text your student's cell phone during school. If it is necessary to speak to them during school hours, please call the school office and leave them a message. If it is an emergency, the student will be called out of class to speak with you. Interruptions via cell phone or other telecommunication device not only distract from your child's educational experience, but also disrupt the entire classroom.

SOCIAL MEDIA

Social media sites such as Facebook, Twitter, Instagram, Snapchat, etc. are not allowed to be accessed during school hours on personal or school devices, unless authorized by a teacher or Bartlett staff member for educational purposes. Anyone found to have

accessed one of these sites or the like during the school day, without approval will be subject to disciplinary action.

If social media postings, pictures, etc. inside and/or outside of school hours result in bullying or any disruption of the learning environment, the student(s) involved will face disciplinary action up to suspension or dismissal from the Bartlett program. Bullying and/or a disruption to the learning environment will not be permitted and is taken seriously by Bartlett Administration.

SUSPENDED STUDENTS

Students suspended from school are prohibited from attending school functions until the disciplinary suspension has been served. This also applies to school functions taking place at the home school (Sapulpa High School or Sapulpa Junior High School) such as sporting events, school dances, and assemblies.

DANCES

Students who attend school sponsored dances must be currently enrolled and be eligible in three areas: academics, attendance, and behavior. Students will be allowed to bring one guest which will be required to meet specific criteria deemed necessary by the school. These dances will be announced in advance. All school rules will be enforced, including dress code. Once a student has entered the building for a dance, he or she cannot leave and re-enter that dance. Sapulpa has three annual dances: one informal (MORP), one semi-formal (Snowball), and one formal (Prom). Students will be required to dress appropriately.

DRESS CODE GUIDELINES

[540.1.3 STUDENT DRESS CODES \(Approved 3-6-06\) Grades 6-12](#)

While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and

responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. General Rules: The following decorations and/or designs (including tattoos and/or brands either temporary or permanent – visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position).

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

2. Head Coverings/Sunglasses: Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings. Caps, hats or other similar head coverings shall not be worn to class or within school buildings, unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity. Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

3. Upper Garments: The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment. Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. See-through shirts or blouses may not be worn. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

4. Lower Garments: Undergarments shall not be visible. Pants and shorts shall be worn at the waist (above hips), and shall not extend below the heel of the shoe in length. Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted. Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position

5. Footwear: Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

6. Accessories: Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry shall be limited to the ears. Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

7. Performing Group Uniform Guidelines: Uniforms used by parent or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the Superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire.

8. Hair: Students will wear their hair clean and well-groomed. Unnatural colors and/or unnatural multicolored hair will not be permitted. Extreme hair styles that disrupt the educational process or endangers the health and safety of students will not be permitted. Students may be required to alter their hair styles to meet the requirements for participation in activities.

9. Religious and Health Accommodation: Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practice or belief shall not be prohibited under this policy.

10. Clothing Assistance: It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

11. School Policies: Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirements. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

12. Penalties/Sanctions: Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct.

13. Unusual Circumstances: If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriate attire.

The Principal may determine any student's appearance as inappropriate for school, and take action to resolve the situation. This includes requiring the student to correct their clothing, remove inappropriate accessories, turn T-shirts inside out, etc. This includes requiring the student to change clothes entirely, either by going home or having someone bring them appropriate clothes to school.

Students attending Bartlett Academy will follow Sapulpa Public School's Dress Code Policy for any and all activities and/or visitation at any other Sapulpa Campuses (Sapulpa High School, Sapulpa Junior High, Sapulpa Middle School, and all Elementary School sites in the district).

MEDICATIONS

For information regarding the district medication policy and procedures see the District Pupil Personnel Policy [544.2 MEDICATION POLICY](#)

DRIVING

Students who drive or ride in private transportation do so at their own risk. Bartlett Academy reserves the right to deny driving privileges to students and this is at the Principal's discretion.

You may drive your vehicle to Bartlett and park on campus. Parking spaces are limited and will be assigned to students who have provided the proper documentation (driver's license and vehicle tag number). The student parking lot is located on the South side of the building. Students are not allowed to park staff, visitors, or other student assigned spaces.

Other rules and regulations for having the privilege of driving to school:

- Drive safely and quietly.
- This is a residential neighborhood; we can and will revoke your driving privileges if you cause problems with unsafe driving practices.
- Use your vehicle appropriately. Do not use your vehicle as a "lounging" area—when you arrive on campus, vacate your vehicle.
- Students must keep the level of their music at a minimal level whenever in the vicinity of the school. This is done out of respect for the school's neighbors.
- Park appropriately.
- You **MUST** register your vehicle with the school (Registration forms can be acquired from the Secretary).

SCHOOL BUS RULES AND REGULATIONS

Students using school transportation are restricted to the bus loading/unloading area of the main campus (the area just east of the yellow posts) at Sapulpa High School only. In other words, do not enter the buildings at the main campus unless you have prior permission from your sending school and the administrator at Bartlett Academy. If you violate this rule you may be suspended from riding the bus and/or other disciplinary action may be implemented. If you choose to violate this rule multiple times you may be issued a trespassing ticket and/or suspended from the bus and school.

In cases where the bus driver is having difficulty in controlling children on buses, the driver will bring the student to the principal's office for a conference regarding the difficulty. If this procedure fails to bring about cooperation and the student continues to give trouble on the bus, the principal may deny him the privilege of riding the school bus. When this is done, the principal should notify the parents by letter of the action and the reason for such action. This policy is not intended to relieve the driver of his responsibility for maintaining control of the students, and if a principal thinks the driver is not doing all that he/she could or should, the principal should have a conference with the driver to help him/her develop better control of the pupils. Failure to secure acceptable bus behavior through the above procedure justifies asking the business manager to arrange a conference with the bus driver. The foregoing shall not constitute the limits of the driver's authority, particularly in case of emergencies, but would constitute general guidelines for disciplinary problems.

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

SCHOOL TRANSPORTATION

We periodically schedule field trips for our students. We have access to a school van which will seat seven (7) students and one (1) staff person. However, there are times when it may be necessary for our students to ride with staff or other responsible licensed drivers, or ride on a school bus, to attend off-campus activities. Therefore, we must have a permission form on file for your student to participate in these activities.

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

VISITORS/GUESTS

- In order to provide our students with a safe and healthy environment in which they can learn, we ask that all visitors and/or guests to our school check in with the Secretary in the front office.
- Parents are welcome and encouraged to visit our school with teacher and principal permission.
- Our goal is to limit the number of distractions for students and teachers so that learning can take place.
- Friends are not allowed to be on Bartlett's campus at any time without permission from Bartlett Academy Staff.
- Friends will not be allowed to hang around close by for fear that they may become a distraction from your educational experience.

SEVERE WEATHER

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

FERPA

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

- A. The right to inspect and review the student's education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible

student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent FERPA authorizes disclosure without consent.

Directory Information

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

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

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

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

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

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

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

Referral

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

Screening

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

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

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

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

Evaluation

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

Collection of Personally Identifiable Information

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

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

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at various intervals throughout the school year. Warnings will be announced over the intercom system or in person by Bartlett Staff.

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

- Check for emergency instructions in each classroom (they are posted on the wall near the exit) indicating what to do in case of a fire or tornado.
- In the event of a drill or actual emergency move quickly and quietly (do not run) to the designated safety area.

PUBLIC DISPLAY OF AFFECTION

- Bartlett's program encourages our students to have respect for themselves and others.
- Public displays of affection, such as sitting on student's laps, "hanging all over each other," or inappropriate physical contact distract from the educational process.
- We want our students to care for one another in a respectful manner.
- Therefore, school staff insists that all couples conduct themselves in a respectable manner at all times at school or at school activities.

PROFANITY

We recognize that some people may have habits which are not necessarily appropriate for school. Profanity is a habit which we, the staff at Bartlett Academy, feel committed to assist our students in learning how to curb or extinguish their poor choice of vocabulary and encourage more appropriate means of communication.

- We feel that learning how to communicate effectively is a life and work skill necessary for success. Profanity is not an effective means of communication.
- School prepares you to enter the workforce. Your future employer will expect you to communicate without using profanity.
- Our goal is to help you enlarge your vocabulary so that profanity is not your chosen form of communication.
- Use of profanity at school may result in detention.

TOBACCO

The use of tobacco products is prohibited in all District facilities, District vehicles and/or District property. Tobacco products include cigarettes, cigars, snuff, chewing tobacco, betel nut, e-cigarettes/vapes and any other form of tobacco. Students found using or in possession of these products may be suspended or risk losing their placement at Bartlett Academy. Any guest or parent/guardian in possession or use of these products on school grounds will be asked to leave. For faculty and staff, it is the responsibility of the individual site managers/supervisors throughout the District to be responsible for the enforcement of this policy.

DRUGS/ALCOHOL

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

B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.

C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

MAJOR INCIDENTS --- NO TOLERANCE

Major violations, such as fighting, directing profanity at school employees, possessing weapons or drugs on campus, coming on campus under the influence of or in possession of alcohol or drugs, threats to student and/or staff safety, or any other inappropriate behavior which results in disruption of the educational process may result in long-term suspension. In addition, major incidents may also result in contact with law enforcement resulting in a citation(s) and/or arrest.

Students who are involved in major incidents may be referred to the sending school's virtual program and dropped from the Bartlett Academy program. We strive to make this a safe campus and will make every effort to ensure the integrity of the program and overall safety of our students, staff, and stakeholders.

NO VIOLENCE POLICY

Any student or students who engage in a violent act in any form, whether it be using their fists, feet, other body parts, or objects will not be tolerated and will result in automatic long-term suspension from Bartlett's program.

We encourage our students to defend themselves and to stand up for their rights. However, if a victim of violence chooses to retaliate with violence, it may result in suspension and/or dismissal from the program or being assigned to virtual school.

SAFETY AND WELFARE OF OTHERS

- Bartlett Academy students have a responsibility for the welfare of the school, students and staff.
- If a student becomes aware of any situation that could be dangerous or harmful to another student, staff member or the school, he/she should report this to the Principal, Administrator or Counselor immediately.
- This matter will be handled confidentially and tactfully in the best interest of the individual student and the school.
- Prevention will be the number one objective if a dangerous situation should arise at Bartlett. If you are concerned about your safety or that of your friends, or know of a threat to your school, please call Toll Free: 1-877-SAFE -CALL, 1-877-723-3225. This call is anonymous and confidential.

STUDENT BULLYING PREVENTION & INTERVENTION

For more information on the district Bullying, Prevention and Intervention policy, see the District Pupil Personnel Policy [540.1.7 STUDENT BULLYING POLICY](#)

HARASSMENT POLICY

For more information on the district Harassment policy, see District Personnel Policy [488 HARASSMENT POLICY](#)

DISCIPLINE POLICY

When the behavior of an individual student comes into conflict with the rights of others, disruption of public order or is immoral by generally accepted standards of this community, corrective actions are necessary for the benefit of the individual and of the school.

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Things which will be considered include: the student's attitude, the seriousness of the offense, the effect the offense has on other students, whether the offense is physically, emotionally, or mentally injurious to other people, whether the incident is isolated or habitual behavior, and any other circumstances which may be appropriately considered.

Any off-campus behavior that is illegal or becomes disruptive to the educational process could fall under the jurisdiction of the school officials. It is our responsibility to provide a safe, secure, and orderly educational environment for all students.

SAMPLE DISCIPLINARY OPTIONS

Detention – Detention is a correctional measure used when it is deemed appropriate by any Bartlett Academy Staff Member. Students are to report to the appropriate Teacher, Counselor, Principal or other designated employee, at the specified time, with class work to be done.

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

Out-of-School Suspension – Suspension is an optional correctional measure that may be used by the school when deemed appropriate. Assignments will be provided for students to work on at home. A reasonable amount of time to complete assigned work will be determined. Arrangements for the student to take tests with his/her teacher may be arranged. Work may be picked up and returned by the student's parent/guardian, unless the Principal and/or Counselor at Bartlett Academy make other appropriate arrangements.

GANG ACTIVITY

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

FIGHTING

We believe that everyone has the right to go to school, work, and live in a place that is safe and secure.

- One of the goals of Bartlett Academy's program is to learn to accept differences in others and to learn to resolve conflicts in an assertive, confrontational, but peaceful manner.
- Any fighting between Bartlett students is, therefore, a definite "no-no" (regardless of the fight's location).
- Any fight between Bartlett students will result in suspension of all students involved from Bartlett's program, and may require reassignment to virtual school, and reassignment back to the student's home school after the suspension.
- Students fighting or rumored to have fought on or off campus that affects the safety and/or well being of students on campus and/or disrupts the learning environment of the school will be subject to the same disciplinary actions as if they fought on campus.

WEAPONS

- Make sure that you never bring anything to school that could be used as a weapon.

- Any student, who is found with a weapon on campus, whether there is an actual physical or verbal threat, will be immediately suspended from Bartlett's program.
- State law requires that law enforcement officials be notified of any dangerous weapons on school property, and those who possess them may be charged with a Felony Offense.

For more information on the district disciplinary policies, see District Pupil Personnel Policy [540.1.4 & 540.1.5 WEAPONS POLICY](#)

STUDENT BEHAVIOR AND SUSPENSION REASONS

Students suspended from Bartlett Academy are reminded that they are not allowed to attend school functions until the disciplinary suspension has been served and are not allowed to be on campus unless by special permission from a school administrator.

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

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

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

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

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

21. Possession of a caustic substance
 22. Possession of obscene materials
 23. Possession, without prior authorization, of a wireless telecommunication device
 24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
 25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
 26. Profanity
 27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 28. Theft
 29. Threatening behavior (whether involving written, verbal or physical actions)
 30. Truancy
 31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
 32. Use or possession of tobacco in any form
 33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
 34. Using racial, ethnic or sexual epithets
 35. Vandalism
 36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
 37. Willful damage to school property
 38. Willful disobedience of a directive of any school official
- In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

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

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

Helpful Links

[CHILD NUTRITION](#)

[TRANSPORTATION](#)

[TRANSCRIPT REQUEST](#)

[931 INTERNET ACCEPTABLE USE POLICY](#)

[540.1.7 STUDENT BULLYING POLICY](#)

[488 HARASSMENT POLICY](#)

[540.1.4 & 540.1.5 WEAPONS POLICY](#)

[540.1 STUDENT SUSPENSION POLICY](#)

[544.2 MEDICATION POLICY](#)

[566. SCHOOL WELLNESS POLICY](#)