SOPER ISD

HOME OF THE RED BEARS

(580)345-2211



STUDENT HANDBOOK

2026 - 2027

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

Contents

Board of Education 7

School Administration 7

Telephones 7

Web Page 7

To the Students of Soper School 8

TO THE PARENTS: 8

PHILOSOPHY FOR SOPER PUBLIC SCHOOLS 9

ATTENDANCE AND TARDINESS 10

Parent or Guardian Notification 10

Excessive Absences and Course Credit 10

Make-Up Work 11

Truancy 11

Oklahoma Compulsory-Attendance Requirements 11

Tardiness Consequences 12

Same-Day Attendance and Activity Participation 12

Admissions 12

Student Check-out Policy 12

Authorized Checkout 13

Methods of Checkout 13

Leaving and Returning to Campus 13

Transportation by Another Student 13

School Supervision 14

Leaving Without Permission 14

Alcohol and Other Drugs 14

Rules for Students Regarding Drugs and Alcohol 14

Illegal Drugs and Alcohol 14

Necessary Medications 14

Information and Assistance 15

Tobacco, Nicotine, and Vaping Products 15

Possession or Use of Vaping device 15

Random Drug Testing Policy for Extracurricular Activities 16
Violation Consequences 16
Possession Policy for All Students 16
Weapons and dangerous items 19
Firearms 19
Disciplinary Action 19
VEHICLES, student driving, AND PARKING 20
Telephones and Personal Electronic Devices 21
School Telephones 21
Personal Electronic Devices 21
Device Check-In and Storage 21
Exceptions 21
Violations 22
Parent and Guardian Communication 22
Pets 22
VISITORS 22
Check-In and Check-Out 22
Classroom Visits and Conferences 23
Visitor Conduct 23
Student Guests 23
Classroom Conduct and Student Discipline 23
Harassment, Intimidation, and Bullying 24
Soper Public Schools Discipline Policy 24
Consequences for discipline: 24
In School Suspension 28
ISS Framework and Guidelines 28
Protocol for ISS 29
DAMAGE TO SCHOOL PROPERTY 29
IMPROPER EQUIPMENT 29
4th – 12th Grade DRESS CODE 29
Public Displays of Affection 30

SCHOOL SOCIALS (Class Parties and Prom) 30
Assemblies, Pep Rallies, and School Events 31
Leaving and Reentering Events 31
LOST AND FOUND 31
DESIGNATED AREAS BEFORE SCHOOL AND AT NOON 32
HALL PASS 32
ATHLETIC AND ACTIVITY ELIGIBILITY 32
Attendance Eligibility 32
Previous-Semester Eligibility 32
Weekly Eligibility 33
Additional Eligibility Requirements 33
School-Sponsored Activity Absences 34
STUDENT RETENTION 35
Student Promotion and Retention 35
Reading Requirements – Kindergarten Through Third Grade 35
Retention Appeals 36
SEMESTER TESTS 36
Student Accident Insurance 36
Accidents and Injuries 37
Illness and Medication 37
Medication at School 37
Illness During the School Day 37
Fever and Return to School 38
Immunization Requirements 38
Emergency and Safety Drills 39
Fire Drills 39
Tornado Drills 39
Security Drills 39
Additional Safety Drills 39
Citizenship and Conduct 40
Classroom Care 40

Textbooks and School Materials 40
SOPER SCHOOL GRADING SYSTEM 40
Report Cards and Online Grade Access 41
Graduation Requirements 41
Students Entering Eighth Grade Before 2025–2026 41
Students Entering Eighth Grade in 2025–2026 or Later 42
Additional Graduation Requirements 43
Senior Enrollment and Attendance 43
Final Determination 43
VALEDICTORIAN AND SALUTATORIAN (Beginning with 9th grade in the 2026 SY) 43
CareerTech Enrollment and Credit 45
Oklahoma's Promise 46
Who May Apply 46
Student Requirements 46
Scholarship Pathways 47
Scholarship Benefits and Limitations 47
Application and Information 47
Student Testing 47
Oklahoma School Testing Program 47
ACT 48
ASVAB and Career-Aptitude Testing 48
Transcripts 48
Schedule Changes 48
Change of Address or Contact Information 49
Transfer Students 49
Withdrawal from School 49
Parent-Teacher Conferences 49
Kiamichi Technology Center Students 50
Cafeteria and School Meals 50
Cafeteria Expectations 50
Meal Applications and Household Information 50

Student Organizations and Membership....51
Organization Funds....51
Clubs and Organizations....51
Available Organizations....51
Oklahoma Honor Society....52
Family Educational Rights and Privacy Act (FERPA)....53
Inspection of Education Records....53
Requesting an Amendment....53
Disclosure of Education Records....53
Directory Information....54
Filing a FERPA Complaint....54
Education of Students Experiencing Homelessness....55
Eligibility....55
Student Rights....55
Parents' Right to Know—Teacher and Paraprofessional Qualifications....56
BUS RIDER RULES....56
Waiting and Boarding....56
Riding the Bus....57
Leaving the Bus....57
Violations and Loss of Bus Privileges....57
Sexual Harassment....58
Reporting Sexual Harassment....58
District Response....58
Lockers, Desks, and School Storage Areas....59
Bullying Prevention and Reporting....59
Reporting Bullying....60
Disability Harassment....60
Reporting Disability Harassment....61
Nondiscrimination and Equal Opportunity....61
Reporting Discrimination....61
District Civil-Rights Contacts....62

Accessibility and Language Assistance 62
ACCEPTABLE USE OF DISTRICT TECHNOLOGY AND INTERNET RESOURCES 62
Purpose and Scope 62
Access Requirements 63
Acceptable Use 63
Prohibited Conduct 63
Artificial Intelligence 64
Internet Safety and Filtering 64
Security and Privacy 64
Consequences 65
Limitation of Responsibility 65
Acknowledgment 65
Meningococcal Disease Information 65

BOARD OF EDUCATION

Bruce Roebuck …… President

Arlis Young …… Vice-President

Gaylon Branton …. Clerk

Robert Spalding ….. Member

Argus Lindsey……..Member

SCHOOL ADMINISTRATION

Dr. Scotty Van Worth, Superintendent

Mr. Parker Harless, 7-12 Principal

Dr. Tina Jeffreys, K-6 Principal

Ms. Tammy Gravitt, K-12 Counselor

Mrs. Megan Parker, Treasurer

Mrs. Gina Hammock, Encumbrance Clerk

Mrs. Cassie Campbell, District Secretary

TELEPHONES

Schools (580)345-2211

Superintendent's Office (580)345-2757

Superintendent's Fax (580)345-2222

WEB PAGE

http://www.soperschool.com/

TO THE STUDENTS OF SOPER SCHOOL

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

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

The Soper Board of Education

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

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

Education is more than a privilege. It is an opportunity and a responsibility to yourself, your community, and your future. A strong education helps prepare you to make informed decisions, become a responsible citizen, and succeed in college, a career, and life.

Plan your high school courses carefully and take your schoolwork seriously. The choices and effort you make in school can have a lasting effect on your future.

You are building your own future, so always strive to do your best.

TO THE PARENTS:

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

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

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

School Colors – Red and White

School Emblem and Mascot – Redbear

PHILOSOPHY FOR SOPER PUBLIC SCHOOLS

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

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

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

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

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

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

ATTENDANCE AND TARDINESS

Regular and punctual attendance is important to student learning and academic success. Students are expected to attend school every day and arrive at each class on time.

A student who arrives after the posted start time or leaves before the posted dismissal time will be recorded as tardy or absent according to the amount of instructional time missed.

- Missing 15 minutes or less will generally be recorded as a tardy.
- Missing more than 15 minutes may be recorded as a partial-day or class-period absence.
- For students in grades 4–12, attendance will be recorded separately for each class period.
- For students in kindergarten through third grade, morning and afternoon attendance are recorded separately.
- Three tardies will equal one absence.

Tardies and partial-day absences will be documented on the student's record in the student information system. Converting tardies into an absence for local attendance purposes does not change the district's responsibility to apply Oklahoma's compulsory-attendance and truancy laws according to the actual days or parts of days missed.

Parent or Guardian Notification

A parent or guardian should notify the school as soon as possible whenever a student will be absent, arrive late, or leave early and should provide the reason for the absence.

Parents and guardians are responsible for providing documentation requested by the school to determine whether an absence qualifies as a valid or legally protected absence.

Excessive Absences and Course Credit

A student who accumulates more than nine (9) absences during a semester may be at risk of losing course credit. Before credit is denied, a committee will review the student's attendance record, academic progress, reasons for the absences, supporting documentation, and any extenuating circumstances.

Parents or guardians will be notified when attendance concerns may affect a student's credit or promotion. They may request an administrative review and provide documentation concerning the absences.

Absences that must be protected or treated differently under state or federal law will be handled accordingly. This includes applicable disability-related absences and other legally protected circumstances. Attendance decisions will comply with a student's Individualized Education Program, Section 504 Plan, or other legally required educational plan.

Make-Up Work

Students are responsible for requesting and completing work missed because of an absence.

Unless additional time is approved by the teacher or administration, students will generally receive one school day for each day of absence to complete missed assignments. Work completed and submitted within the approved time will not be penalized solely because of the absence.

Teachers and administration may provide additional time when appropriate because of an extended illness, emergency, disability-related need, or other extenuating circumstance.

A student who misses a previously announced test or examination may be required to take it upon returning to school. When circumstances make immediate testing unreasonable, the teacher or Principal may establish an appropriate make-up date.

Truancy

A student may be considered truant when the student:

- Is absent from school without a valid excuse or without the knowledge and consent of a parent or guardian;
- Leaves school without permission from the school office; or
- Intentionally misses an assigned class or required school activity without authorization.

Truancy is an unexcused absence and may result in disciplinary action. Any disciplinary action will be administered in accordance with Board policy and applicable law.

Oklahoma Compulsory-Attendance Requirements

Under 70 O.S. §§ 10-105 and 10-106, parents and guardians are responsible for ensuring that children of compulsory-attendance age attend school and comply with attendance requirements unless the child is lawfully excused or is receiving education through another authorized method.

The parent or guardian must notify the school of the reason for a student's absence. The district must follow the notification, warning, documentation, and reporting requirements established by Oklahoma law.

When a student is absent without a valid excuse for:

- Four or more days or parts of days within a four-week period; or
- Ten or more days or parts of days within a semester,

the district's administration or counselor must notify the parent or guardian and immediately report the absences to the district attorney in the county where the school is located, as required by 70 O.S. § 10-106.

The district may also involve its attendance officer, youth-services agencies, or other appropriate resources to address attendance concerns and help the student return to regular attendance.

Tardiness Consequences

Students are tardy when they are not in their assigned classroom or designated area when the tardy bell rings.

Repeated tardiness may result in a parent contact, conference, loss of privileges, detention, an attendance-improvement plan, or other appropriate action under the district's discipline policy. Administration will consider the frequency of the tardiness, the reasons provided, and any medical, disability-related, or other relevant circumstances.

Same-Day Attendance and Activity Participation

Students must attend at least one-half of their scheduled school day to participate in an extracurricular activity that day. A student who has an unexcused absence for half or more of the school day may not participate in any practice, meeting, game, competition, performance, rehearsal, trip, or other extracurricular activity that day.

A student assigned to in-school suspension for any part of the day may not participate in an extracurricular activity that day unless the Principal or Superintendent grants a waiver.

The administration may approve an exception for a preapproved or unusual circumstance, including a school-sponsored activity, medical appointment, court appearance, funeral, family emergency, religious observance, approved college or career visit, or an absence covered by an IEP or Section 504 plan.

Parents or guardians should request approval in advance whenever possible. An excused absence does not automatically guarantee eligibility to participate. All exceptions must be approved by the Principal or Superintendent.

Students must also meet all other Soper Public School and OSSAA eligibility requirements.

ADMISSIONS

Children who are five years of age on or before September 1 and not more than twenty-one years of age on or before September 1 are entitled to attend school free of charge in the district where they reside, as provided by Oklahoma law.

A child must be five years of age on or before September 1 to enroll in kindergarten. A child must be six years of age on or before September 1 to enroll in first grade.

STUDENT CHECK-OUT POLICY

To protect student safety, all students who leave school before the regular dismissal time must be checked out through the school office.

Authorized Checkout

A student may be checked out by:

1. A parent or legal guardian;
2. An adult listed by the parent or guardian as an authorized person; or
3. Another person approved by the parent or guardian and verified by school personnel.

The school may require photo identification before releasing a student. A student will not be released to an unauthorized person or to anyone prohibited from contact by a court order or other legal restriction on file with the school.

Methods of Checkout

A student may be checked out through one of the following methods:

- A parent, guardian, or authorized adult may check out the student in person through the school office.
- A parent or guardian may request one telephone checkout per semester. School personnel must be able to verify the caller's identity and authorization before releasing the student. The school may require an in-person checkout whenever identity, authorization, custody, or student safety cannot be confirmed.
- In unusual or emergency circumstances, an administrator may document authorization and complete the checkout record on behalf of the parent or guardian.

Leaving and Returning to Campus

A student who has been checked out must leave school property unless the student is attending a school activity with a parent or guardian or has received permission from administration to remain on campus.

If the student returns during the school day, the student must check back in through the school office before going to class or entering another area of campus.

Students may not be checked out simply to attend an activity taking place on school property during the school day unless:

- A parent or guardian will be present and assume supervision of the student; or
- Administration has approved another arrangement in advance.

Transportation by Another Student

A student who has been checked out may not drive another student from campus unless the school has verified authorization from the parent or guardian of each student involved and administration has approved the arrangement.

School Supervision

Once a student has been properly released to a parent, guardian, or authorized person and has left school supervision, that person assumes responsibility for the student, subject to applicable law. Nothing in this policy limits any responsibility the district may have under state or federal law.

Leaving Without Permission

A student who leaves class, a school activity, or school property without permission and without completing the required checkout process may be considered truant and may be subject to disciplinary action.

Administration may establish reasonable checkout procedures to address emergencies, custody concerns, student safety, or other individual circumstances.

ALCOHOL AND OTHER DRUGS

Rules for Students Regarding Drugs and Alcohol

Soper Public School is committed to maintaining a safe and drug-free environment. The use of illegal drugs and the unlawful possession or use of alcohol are harmful and are prohibited.

Illegal Drugs and Alcohol

Students may not use, be under the influence of, possess, furnish, distribute, or sell alcohol, illegal drugs, controlled substances, or other substances used to become intoxicated while on school property, in a school vehicle, at a school-sponsored activity, or while being transported to or from a school-sponsored activity.

This rule includes the misuse of prescription or over-the-counter medication, anabolic steroids used unlawfully, and substances such as paint, glue, or aerosol sprays when used for intoxication. Medication used as prescribed and in accordance with school procedures is not a violation of this policy.

Violations will result in disciplinary action, which may include out-of-school suspension. Administration will consider the facts of each case individually. Conduct that may be criminal or endanger school safety may be reported to law enforcement.

Necessary Medications

Students who need medication at school must follow the district's medication procedures. Parents or guardians should contact the school office to arrange for medication to be provided, stored, or administered.

Students who meet the legal requirements may possess and self-administer prescribed asthma medication, anaphylaxis medication, or replacement pancreatic enzymes. Students with diabetes will be supported under their applicable care plans. Students may possess and self-apply sunscreen as permitted by law.

A student's authorized use of medication will not be treated as a drug-policy violation. Misuse or distribution of medication may result in disciplinary action.

Information and Assistance

Information about drug and alcohol counseling, treatment, and reentry resources is available from the school counselor or principal. These rules will be made available to students and parents or guardians each school year.

Tobacco, Nicotine, and Vaping Products

Soper Public School is a tobacco-free and vape-free campus. This rule applies 24 hours a day, seven days a week, including evenings, weekends, and school breaks.

Students, employees, and visitors may not use tobacco, nicotine, or vaping products on school property or in district vehicles. Students also may not possess these products on school property, in district vehicles, or at school-sponsored activities. Use is prohibited at school-sponsored activities wherever they are held.

For this policy, school property includes district buildings, grounds, playgrounds, athletic fields, parking areas, and vehicles owned, leased, or used by the district.

Prohibited products include cigarettes, cigars, chewing tobacco, snuff, nicotine pouches, electronic cigarettes, vape pens, and other devices or products used to smoke, vape, or consume tobacco or nicotine. A vape device is prohibited even if it does not contain nicotine.

A prohibited product found in a student's possession may be confiscated. Students who violate this policy may receive disciplinary consequences under the district's discipline policy. If a product contains or is reasonably suspected to contain marijuana, THC, or another controlled substance, the district will address the matter under its alcohol and other drugs policy as appropriate.

Possession or Use of Vaping device

Vaping is a common way to consume tobacco and marijuana, but it carries potential health and safety risks. Because the school cannot determine what an e-cigarette contains, possession or use of vaping products at school is treated as a serious violation and will not be tolerated.

1st Offense – One (1) week suspension, in or out of school, with loss of all privileges during that time.

2nd Offense – Attend alternative school for 36 school days with loss of all privileges during that time.

3rd Offense – Alternative or online school for the remainder of the school year with loss of all privileges during that time.

Note: As with all discipline, administrators' discretion can be used for unique situations or circumstances that can arise. If the Halo detectors or test strips detect THC, we will refer to the drug policy consequences for discipline and could contact law enforcement agency.

Random Drug Testing Policy for Extracurricular Activities

Soper Public School may conduct random drug testing of students in grades 9–12 who choose to participate in extracurricular teams or organizations covered by the district's Board-adopted drug-testing policy, including activities such as athletics, FFA, and FCCLA.

Before participating in a covered activity, the student and a parent or legal guardian must sign the required consent form. Students in the testing group may be selected for random testing during the school year. Testing based on reasonable suspicion will be conducted when determined by administration. Tests will be administered by qualified personnel under procedures that protect student privacy.

If an initial screening result is non-negative, the sample will be sent for confirmatory testing. An initial non-negative result alone will not be treated as a policy violation**.** Parents or guardians will be notified and may submit relevant prescription or medical information for professional review before the result is finalized.

Violation Consequences

Refusal to Test – A student who refuses a test required under the Board-adopted extracurricular drug-testing policy will be subject to the participation consequences stated for a positive test.

First Confirmed Violation – The student will be suspended from participation in the next two consecutive covered extracurricular events. The student will be referred for counseling and will participate in future random tests for the remainder of the school year.

Second Confirmed Violation During the Same School Year – The student will be suspended from participation in the next four consecutive covered extracurricular events and will be required to attend counseling. If the student is on a transfer, the transfer will be revoked.

Third Confirmed Violation During the Same School Year – The student may lose eligibility to participate in covered extracurricular activities for the remainder of all their school years at Soper School.

Consequences that have not been completed by the end of an activity season may carry into the next season or school year. Offenses for violating the random drug testing are not cumulative from year to year, but the consequences can be cumulative from one sports season to another or from one school year to another in order to fulfill the suspension requirements.

Possession Policy for All Students

This section applies to all Soper Public School students, whether or not they participate in extracurricular activities. Students may not possess alcohol, illegal drugs, controlled substances, or other prohibited substances on school property, including in a vehicle, locker, bag, or clothing, or at a school-sponsored activity.

Administration will investigate suspected violations and determine the appropriate response under the district's discipline policy. Possession alone will not be treated as proof that a student intended to sell or distribute a substance. The district may use lawful safety measures, including assistance from law enforcement or a K-9 unit when appropriate and consistent with Board policy.

Students who violate this policy may face suspension or other disciplinary action as authorized by Oklahoma law and Board policy.

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

Student Name (print) _____

Grade_____

As a student:

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

Student Signature_____ Date_____

As a parent/legal guardian:

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

_____ _____

Parent or Legal Guardian Printed Name Telephone Number

_____ _____

Parent or Legal Guardian Signature Date

WEAPONS AND DANGEROUS ITEMS

Dangerous weapons, including firearms, threaten the safety of students and staff and interfere with the educational process. Students are prohibited from possessing, carrying, using, displaying, or threatening to use a dangerous weapon or an imitation weapon:

- On school property, including parking areas and school vehicles;
- At a school-sponsored or school-authorized activity; or
- While being transported to or from a school-sponsored or school-authorized activity.

For purposes of this policy, possession includes having a weapon:

- On the student's person;
- In the student's clothing, bag, or other personal belongings;
- In a locker, desk, or other area assigned to the student;
- In a vehicle the student brings onto school property; or
- In another location under the student's control.

A student may also violate this policy by knowingly helping another person possess, hide, carry, use, or distribute a weapon in violation of school policy or state or federal law.

A dangerous weapon includes, but is not limited to, a firearm, pistol, revolver, rifle, shotgun, air gun, spring gun, BB gun, slingshot, club, bludgeon, blackjack, brass or artificial knuckles, nunchaku, knife or blade, dart, ice pick, explosive, smoke bomb, incendiary device, sword cane, hand chains, or an imitation or replica of any such item. Any other object used or intended to be used to threaten, intimidate, injure, or harm another person may also be considered a dangerous weapon.

A student who discovers a weapon or learns that a weapon may be present should immediately notify a teacher, administrator, or other school employee and should not touch, move, or handle the item.

Firearms

In accordance with Oklahoma law, a student found in possession of a firearm on public school property or in a school bus or other vehicle used by the school to transport students or teachers shall be suspended out of school for a period of not less than one year. The length of the suspension will be determined by the Soper Board of Education. The Superintendent may modify the term of the suspension on a case-by-case basis when appropriate.

Disciplinary Action

Violations may result in confiscation of the item, parent or guardian notification, suspension, referral to law enforcement, or other disciplinary action permitted by Board policy. The district will consider the facts of each case and provide any notice, review, appeal, educational services, and disability-related protections required by law.

This policy does not prohibit items possessed or used by law-enforcement officers or items specifically authorized in advance by school administration for a supervised educational or school-sponsored purpose.

VEHICLES, STUDENT DRIVING, AND PARKING

Driving to school and parking on school property are privileges. Students must follow all school parking and driving rules to maintain these privileges.

Students who drive to school must:

1. Have a valid driver's license and current vehicle insurance;
2. Provide the school with requested vehicle information and parent or guardian permission;
3. Park in the designated student parking area located on the west side of the gymnasium;
4. Drive carefully, obey posted traffic signs and speed limits, and yield to pedestrians and school buses; and
5. Lock the vehicle and report any accident, damage, or safety concern to the school office immediately.

Students may not park in another location on school property without prior approval from administration. Students should not park elsewhere for the purpose of avoiding school parking or attendance procedures.

After arriving at school, students must leave their vehicles and report to the designated school area. Students may not sit in or gather around parked vehicles before school, during lunch, during the school day, or after school unless permission has been granted by administration.

Vehicles are considered off-limits during the school day. Students should take all books, assignments, medication, and other necessary items with them when they leave their vehicles.

Students may not drive during the lunch period or leave campus during the school day unless they have properly checked out through the school office and received administrative permission.

A student may not transport or ride with another student after arriving at school unless the school has verified permission from the parent or guardian of each student involved and administration has approved the arrangement.

Students may not possess alcohol, illegal drugs, tobacco or vaping products, weapons, stolen property, or other prohibited items in vehicles parked on school property. A vehicle on school property may be searched by school officials when there is reasonable suspicion that it contains evidence of a violation of law or school policy. Any search will be conducted in accordance with Board policy and applicable law.

Students are responsible for following these rules regardless of who owns the vehicle. Violations may result in parent or guardian notification, disciplinary action, towing when legally authorized, or temporary or permanent loss of driving and parking privileges.

Students should not leave money or other valuables in their vehicles. The district is not responsible for theft, loss, or damage to a vehicle or its contents.

TELEPHONES AND PERSONAL ELECTRONIC DEVICES

School Telephones

School telephones are intended primarily for school business. Students may use a school telephone when necessary after receiving permission from a teacher and designated office personnel.

Students will not ordinarily be called out of class to receive a telephone call. In an emergency, the office will notify the student or arrange for the student to speak with the caller.

Personal Electronic Devices

In accordance with 70 O.S. §1-126, students may not use personal electronic devices during the regular school day. This bell-to-bell restriction begins when the first bell rings and continues until the final dismissal bell. It applies during classes, lunch, recess, assemblies, passing periods, and other school-day activities.

Personal electronic devices include, but are not limited to:

- Cell phones;
- Smartwatches;
- Wireless earbuds and headphones;
- Tablets;
- Personal gaming or recording devices; and
- Any personal device capable of connecting to the internet, a cellular network, or another electronic device.

School-issued devices used as authorized for educational purposes are not prohibited by this policy.

Device Check-In and Storage

Students who bring a personal electronic device to school must turn it in to their designated first-hour staff member upon arrival. Students arriving after the school day begins must turn in their devices at the school office.

Devices will be secured during the school day and returned at dismissal or when a student is officially checked out through the school office. Students may not keep a second or undisclosed device in their clothing, backpack, locker, vehicle, or other location for use during the school day.

Exceptions

A student may use a personal electronic device only when specifically authorized:

- During an emergency;
- For a documented medical need;
- As required by the student's IEP, Section 504 plan, or health plan; or
- By school administration when otherwise permitted by law.

Approval must be obtained before the device is used unless an immediate emergency makes prior approval impractical.

Violations

A student who fails to turn in a device, possesses or uses an unauthorized device, or refuses to follow staff directions may have the device confiscated and may receive disciplinary consequences under the District's discipline policy. Repeated violations may require a parent or guardian to retrieve the device from the school.

Parent and Guardian Communication

Parents and guardians who need to contact a student during the school day should call the school office. School personnel will deliver the message or arrange appropriate communication with the student.

This policy is intended to promote student engagement, minimize distractions, and maintain a safe and productive educational environment for all students.

PETS

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

VISITORS

A visitor is anyone on school property who is not a Soper Public School employee or currently enrolled student. This includes parents, guardians, volunteers, contractors, delivery personnel, former students, and other guests.

Check-In and Check-Out

All visitors must report directly to the school office upon arrival. Visitors may be required to:

- State the purpose of the visit;
- Present photo identification;
- Sign in;
- Receive permission to enter other areas of the campus; and
- Wear a visitor badge or pass in a visible location.

Visitors must remain in the area approved by school personnel and must check out through the office before leaving campus. A visitor may be escorted when administration determines that an escort is appropriate.

These procedures may be modified for assemblies, athletic events, graduation, and other public events when the district provides a separate entrance or check-in process.

Classroom Visits and Conferences

Parents and guardians are encouraged to be involved in their children's education. Classroom visits, observations, and conferences should be arranged in advance with the teacher or Principal to protect instructional time and student privacy.

A visit may be limited, rescheduled, or ended if it disrupts instruction, interferes with school operations, compromises student confidentiality, or creates a safety concern. Permission to visit the school does not authorize access to confidential student information or to students other than the visitor's own child.

Visitor Conduct

Visitors must follow school rules and the directions of school personnel. Visitors may not disrupt instruction, enter unauthorized areas, confront students or employees, or engage in threatening, abusive, or unsafe conduct.

Administration may deny entry, require a visitor to leave, contact law enforcement, or restrict future access when reasonably necessary to protect students and employees or maintain the orderly operation of the school.

When practical, a campus restriction will be provided in writing and will explain its scope, duration, and the person to contact regarding future access. A restricted or banned parent or guardian must obtain permission from the Superintendent before entering school property.

Student Guests

Students may not bring or invite friends, relatives, former students, or other guests to school during the school day. Any exception must be approved in advance by the Principal, and the guest must follow all visitor procedures.

CLASSROOM CONDUCT AND STUDENT DISCIPLINE

Students are expected to behave respectfully, follow the directions of teachers and school personnel, and allow others to learn without disruption. Conduct that materially or substantially disrupts the educational process, interferes with the rights of others, or threatens the safety of students or staff is prohibited.

The primary purpose of student discipline is to correct inappropriate behavior, protect the rights and safety of others, and maintain an environment in which learning can take place. Teachers may use appropriate classroom-management strategies and corrective actions authorized by District policy. Repeated or serious misconduct may be referred to the administration.

Disciplinary decisions will be made in accordance with the Soper Public School Discipline Policy, Board policy, and applicable state and federal law. Consequences may vary based on the seriousness of the conduct, the student's age and developmental level, previous disciplinary history, effect on others, and other relevant circumstances. Disciplinary action involving a student with a disability will comply with the student's IEP or Section 504 plan and applicable law.

Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying are prohibited. Students should promptly report suspected bullying to a teacher, counselor, Principal, or other school employee. Reports will be reviewed and addressed according to the District's Bullying Prevention Policy and the Oklahoma School Bullying Prevention Act.

SOPER PUBLIC SCHOOLS DISCIPLINE POLICY

Soper Public School is committed to maintaining a safe, respectful, and orderly environment where all students can learn. The discipline matrix provides general guidance for responding to violations of school rules and promoting fair and consistent discipline.

The consequences listed in the matrix are recommended ranges and may not apply in the same way to every incident. When determining an appropriate consequence, the administration may consider:

- The nature and seriousness of the behavior;
- The student's age and developmental level;
- The student's intent and level of involvement;
- The student's previous disciplinary record;
- The effect of the behavior on others and the school environment;
- The student's response to previous interventions;
- Any relevant mitigating or aggravating circumstances; and
- Requirements contained in an applicable IEP, Section 504 plan, behavior intervention plan, or other law.

The administration may assign one or more consequences authorized by law and Board policy. Depending on the circumstances, consequences may be increased, reduced, or replaced with another appropriate intervention. Similar incidents may result in different consequences when the relevant circumstances are different.

Students will be informed of the alleged violation and given an opportunity to explain what occurred before disciplinary action is imposed, except when immediate action is necessary to protect health or safety. Parents or guardians will be notified as required by law and District policy.

Nothing in the discipline matrix limits consequences specifically required by state or federal law. Suspensions, expulsions, referrals to law enforcement, and disciplinary actions involving students with disabilities will be handled according to applicable law and Soper Public School Board policy.

Consequences for discipline:

A. Verbal Warnings/ reprimand /conference with student
B. Contact/ conference with parents
C. Loss of Privileges (extracurricular, electronic devices, etc.)
D. Restitution (financial)
E. Apology (formal or informal)
F. Changing attire or covering up dress code violations with appropriate means
G. Assigning a zero or deducting points on grades or overall average
H. Lunch Detention

I. Work Detail
J. Corporal Punishment (1-3 swats)
K. ISS (with or without privileges)
L. Bus Suspension (temporary or permanent)
M. Short term suspension (3 days or less)
N. Change of Placement
O. Alternative Education
P. Attend Counseling
Q. Refer to other social agencies
R. Involve resource officer/ law enforcement
S. Long term suspension / expulsion (4 days or more)
T. Any other consequences deemed appropriate by the Administration for the circumstance, that is not listed

Level I Infractions

1. Attitude Problem
2. Disruption of Class or Assembly
3. Cafeteria Misconduct
4. Restroom Misconduct
5. Hallway Misconduct
6. Dress Code Violation/Tobacco or Alcohol Advertisement
7. No or Incomplete Homework
8. Talking or Horseplay during class
9. Food or Drinks in Classroom
10. Gym / Playground Misconduct
    - **1st offense**
        - Verbal warning/reprimand/ conference with student
        - Contact parents for conference
        - Change attire or cover up to meet dress code regulations
        - Loss of privileges
        - Work Detail
        - Lunch detention
        - Assigning a zero or deducting points
        - Any other disciplinary actions deemed appropriate by the Administration
    - **2nd offense**
        - Contact parents for conference
        - Loss of privileges
        - Corporal punishment
        - Lunch detention
        - Work Detail
        - 1 day of ISS with extracurricular privileges
        - Any other disciplinary actions deemed appropriate by the Administration
    - **3rd offense**

- Contact parents for conference
- Lunch Detention (multiple days)
- 3 days of ISS without extracurricular privileges
- Change of placement
- Alternative School
- Work Detail
- Short term suspension (3 days or less)
- Long term suspension (more than 3 days)
- Any other disciplinary actions deemed appropriate by the Administration

Level II Infractions

11. Improper Driving or Hazardous use of Vehicle
12. Tardy for Class
13. Public Display of Affection at school or at school activities
14. Missing or late for Detention
15. Cell phone Violation
16. Profanity
17. Leaving school without Signing Out
18. Skipping Class
19. Closed Campus Violation
    - **1st Offense**
      - Verbal warning /reprimand/ conference with student
      - Contact parents for conference
      - Loss of Privileges
      - Lunch Detention
      - Corporal Punishment
      - 1 day of ISS with privileges
      - Any other disciplinary actions deemed appropriate by the Administration
    - **2nd Offense**
      - Contact parents
      - Loss of privileges
      - Corporal punishment
      - Lunch Detention (multiple days)
      - ISS without privileges (multiple days)
      - Any other disciplinary actions deemed appropriate by the Administration
    - **3rd Offense**
      - Contact parents
      - Lunch Detention (multiple days)
      - ISS without privileges (multiple days)
      - Change of Placement
      - Short Term suspension (3 days or less)
      - Long Term suspension(more than 3 days)
      - Involve Resource officer/ law enforcement

- Refer to other social agencies
- Any other disciplinary actions deemed appropriate by Administration

Level III Infractions

20. Use or Possession of Tobacco
21. Failure to check in common or prescription medications to front Office
22. Verbal Fighting
23. Destruction of Property
24. Truancy
25. Vulgar Acts / Obscene Gestures/ Language/ Obscene Material
26. Cheating on Homework/ Exams (Chapter, EOI, Semester, etc.)
27. Hazing, Bullying, or Harassment (Cyber, Verbal, Physical, or Sexual)
28. Fireworks
29. Bus Misconduct
30. Misuse of Electronic Device (Ipad, phone, computer, etc.)
31. Lying
    - **1st Offense**
      - Verbal warning/ reprimand/ conference with student
      - Contact Parents for conference
      - Loss of privileges
      - Lunch Detention (1 or more days)
      - ISS with privileges or without (1 or more days)
      - Restitution
      - Refer to other social agencies
      - Corporal Punishment (1-3 swats)
      - Any other disciplinary actions deemed appropriate by Administration
    - **2nd Offense**
      - Contact parents
      - ISS without privileges (multiple days)
      - Corporal Punishment (1-3 swats)
      - Attend Counseling
      - Work Detail
      - Bus Suspension (temporary or permanent)
      - Restitution
      - Short Term Suspension (3 days or less)
      - Loss of Privileges
      - Refer to other social agencies
      - Alternative School
      - Any other disciplinary actions deemed appropriate by Administration
    - **3rd Offense**
      - Contact parents
      - Involve Resource officer / law enforcement
      - Short Term Suspension (3 days or less)

- Change Placement
- Long Term Suspension (4 or more days)
- Attend Counseling
- Work Detail
- Restitution
- Alternative School
- Any other disciplinary actions deemed appropriate by Administration

Level IV Infractions

(Items 38-40 have more specific consequences attached in most cases. Refer to individual section.)

32. Disrespect or Defiance towards Authorities
33. Fighting
34. Physical or Verbal Assault/ Threats/ on School Officials/ Employees, or students
35. Ethnic/ Racial Slurs or Derogatory Statements
36. Theft or Stealing
37. Promotion, Solicitation, or Recruitment of Gangs or Gang Activities
38. Possession of, or under the influence of Drugs or Alcohol
39. Possession of any dangerous weapon, or Threats
40. Possession of, or use of Vaping devices
    - **1st Offense, 2nd Offense, 3rd Offense**
      - At a Level IV infraction all methods and means of discipline are available to use at the discretion of the Administration regardless if it is a 1st, 2nd, or 3rd offense. The entire incident will be investigated and discipline handed out accordingly. Repeat offenders at any level are subject to more severe discipline, but especially at a Level IV infraction.

In School Suspension

In-School Suspension (ISS) provides an alternative to out-of-school suspension when appropriate. ISS allows students to remain in a structured school setting where they can continue their academic work while learning the importance of following school rules, making responsible choices, and developing positive life skills.

ISS Framework and Guidelines

• ISS will be run by a supervisor and all students attending are expected to be obedient and respectful to the supervisor at all times.

• Refusal to go to ISS or failure to do assigned work, remain compliant, or be respectful and obedient while attending ISS will result in a more severe disciplinary action such as but not limited to being reassigned to alternative school.

• Students who are checked out, become ill, miss school during their ISS assigned term, will be required to make that time up or can be given additional days of ISS before being released back to regular classes.

• Lunch detention will be in the ISS room with the supervisor during the entire lunch period.

• All electronic devices will be turned into the supervisor at the beginning of each day and returned after the day concludes.

• Breakfast and lunch will be delivered to the students in the ISS room to eat at their assigned seat.

• All privileges can be revoked while in ISS

• Repeat offenders that spend excessive time in ISS will be subject to a more severe discipline which may include out of school suspension, alternative education, or change of placement.

• Administration will determine the daily procedures, expectations, and rules for students assigned to ISS. Procedures and requirements may be adjusted based on individual circumstances and the needs of the school. Administration may address each situation on a case-by-case basis to ensure delivery of appropriate supervision, discipline, and educational support.

Protocol for ISS
Students assigned to ISS will report to the supervisor immediately upon arrival at school and will remain under his/her supervision until school dismisses for the day. All regular classroom assignments provided by the teachers will be due the day after the student is out of ISS. In addition to regular classroom assignments, ISS can include but is not limited to the following daily activities:

• Physical Training

• Additional Academic Activities (math facts practice, cursive writing, current events, reading and research assignments)

• Community Service (picking up trash, washing buses, sweeping floors, cleaning lunchroom, etc.)

DAMAGE TO SCHOOL PROPERTY

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

IMPROPER EQUIPMENT

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

4TH – 12TH GRADE DRESS CODE

- All students who violate the dress code policy will need to contact a parent or guardian to have proper attire brought to school and will receive a disciplinary mark. Other arrangements can be made if clothing is available at school either by the student or the school.
- Shirts – Must have sleeves, no visible cleavage, midsection, bra straps, or other undergarments.

- Lace or otherwise transparent tops must have clothing underneath that complies with all aspects of the dress code. Example – Spaghetti straps underneath a see-through garment do not meet the criteria for following the dress code.
- Midriff, midsection, back and stomach areas cannot be exposed when a student extends their hands fully above their heads.
- Shorts - Length at least to the end of fingertips when shoulders are relaxed.
- Holes in jeans/shorts must be completely covered above the knee (patches, leggings, tape, long sliding shorts, etc).
- Sagging pants are not acceptable at any time. Pants must be kept up so that no undergarments are seen and a belt used if necessary for this purpose.
- Wearing clothing that advertises, displays, or represents items such as tobacco products, drugs, alcoholic beverages, obscenities, or inappropriate gestures, sex and disloyalty to our country shall not be permitted.
- House shoes, pajamas, or any other sleepwear (including blankets) is not allowed to be worn at school.
- School athletic uniforms may be worn during school on a game day.
- Hats and headgear may only be worn outside and must be worn as designed. Example - caps may not be turned around.
- No leggings, yoga pants, or other types of this garment.
- Anything that is considered inappropriate by the administration which creates a distraction that interferes with the education of students or causes a disruption in the educational process will not be allowed.
- Administration reserves the right to make any adjustments to this policy as deemed appropriate for the instructional setting.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to maintain appropriate personal boundaries and conduct themselves respectfully while on school property, in school vehicles, and at school-sponsored activities.

Romantic or intimate physical contact that is inappropriate for a school setting or disrupts the educational environment is prohibited. This includes kissing, prolonged embracing, sitting on another person, inappropriate touching, holding hands, and similar conduct.

Students must stop the behavior when directed by a school employee. Repeated violations or refusal to follow staff directions may result in disciplinary action.

Unwanted physical contact or conduct that may constitute sexual harassment, bullying, or assault will be addressed under the district's applicable policies and may result in additional disciplinary action. This policy will be enforced consistently without regard to a student's sex, sexual orientation, or relationship status.

SCHOOL SOCIALS (CLASS PARTIES AND PROM)

1. All socials shall have a faculty sponsor and two approved adult supervisors present.
2. All socials must be approved by the sponsor and then the principal.
3. No guest 21 years or older will be allowed to attend.

4. Guests must be approved by administration before attending prom or other social.
5. Social functions should not be scheduled during the week prior to nine-week tests.
6. The following policies pertain to most socials:
    a. Once a student has entered an area or building, he or she shall NOT be permitted to leave and re-enter unless he or she has received special permission from the sponsor or administrator (Sponsors should grant permission for emergencies ONLY).
    b. School socials are for the pleasure of our students and their dates. Others may attend with special permission from the faculty sponsor or principal. These requests must be made directly to the sponsor first, then finally to the principal for final approval. Requests should be made far enough in advance so individuals involved WILL NOT be placed in an embarrassing situation.
    c. All visitors attending school-sponsored activities shall follow the same rule as Soper School Students. It shall be the responsibility of Soper students to explain to their guests the rules that govern them.

ASSEMBLIES, PEP RALLIES, AND SCHOOL EVENTS

Assemblies and pep rallies are part of the school program and may be scheduled by the administration. Students are expected to attend scheduled programs during the school day unless excused by the Principal or other designated administrator.

Students must follow staff directions and behave respectfully during assemblies, pep rallies, and other school events. Disruptive or unsafe conduct may result in removal from the event, disciplinary action, or loss of privileges to attend future events.

An assembly or event requiring an admission fee will be considered optional unless the school provides admission at no cost. Students who do not attend an optional event held during the school day will be assigned appropriate supervision or an alternative activity.

Leaving and Reentering Events

After entering a school-sponsored event, students may not leave and reenter unless permission is granted by an administrator or designated event supervisor. Permission may be granted for an emergency or another approved circumstance.

A student who leaves without permission or attempts to reenter in violation of this rule may be denied reentry, referred for disciplinary action, or restricted from attending future school events. Any restriction will be based on the circumstances and imposed in accordance with the district's discipline policy.

LOST AND FOUND

All articles found should be turned into the designated lost and found area. Items of significant value may be turned into the Secretary's office. Inquire at the lost and found or the secretary's office for lost items.

DESIGNATED AREAS BEFORE SCHOOL AND AT NOON

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

All Kindergarten-6th grade students shall report to their 1st hour or homeroom teacher upon arriving at school.

HALL PASS

Students are expected to remain in their assigned classroom or designated area during instructional time. Students who need to leave the classroom must receive permission from their teacher or supervising staff member.

Students in the hallway during class time may be required to have an approved hall pass or other form of teacher permission. Students should go directly to their approved destination and return to class promptly.

Hall passes should be used only when necessary. Loitering in the hallways, visiting other classrooms, or going to areas of the school without permission is not allowed.

Students who misuse hall pass privileges, leave class without permission, or repeatedly spend excessive time outside of class may have their hall pass privileges limited and may be subject to disciplinary action.

Exceptions will be made when appropriate for emergencies, medical needs, accommodations, or other circumstances approved by school personnel.

ATHLETIC AND ACTIVITY ELIGIBILITY

Students participating in any extracurricular activities governed or not by the Oklahoma Secondary School Activities Association (OSSAA) must meet all applicable OSSAA attendance and scholastic eligibility requirements. If this summary differs from the current OSSAA rules, the current OSSAA rules will control.

Attendance Eligibility

A student must attend classes at least ninety percent (90%) of the semester to remain eligible to participate in activities.

The Principal may approve an exception when permitted by OSSAA rules, including circumstances involving an extended illness or injury, a death in the student's immediate family, a valid reason for late enrollment, or a valid reason for beginning attendance late. Documentation may be required.

Previous-Semester Eligibility

To be eligible at the beginning of a semester, a student must satisfy the previous semester academic requirements established by OSSAA Rule 3. This generally requires the student to have received passing grades in at least five subjects that count toward graduation or grade completion during the last semester in which the student attended school for fifteen or more days.

A student who does not meet the previous semester requirement will be ineligible during the first six weeks of the next semester. The student may regain eligibility after that period by meeting the current-semester requirements established by OSSAA.

Weekly Eligibility

1. Eligibility checks will begin after the first three weeks of each semester, during the fourth week, and will be completed each week thereafter.
2. A student must be passing every subject in which the student is enrolled. Grades from concurrent enrollment, career and technology education, and other courses will also be checked.
3. Under the Soper Public School grading scale, a cumulative grade below 60 is considered failing.
4. A student who is failing one or more subjects when grades are checked will be placed on probation for the following Monday-through-Sunday period. The student may continue participating during the probationary week.
5. If the student is still failing one or more subjects at the next weekly grade check, the student will be ineligible to participate in contests and activities during the following Monday-through-Sunday period.
6. An ineligible student may regain eligibility by passing all subjects at a subsequent weekly grade check. Reinstatement becomes effective on the following Monday.
7. An incomplete grade will be treated as a failing grade unless the Principal determines that the incomplete resulted from an unavoidable hardship and grants an exception.

Additional Eligibility Requirements

In addition to attendance and grades, students must satisfy all other applicable OSSAA eligibility requirements, including the following:

- **Age:** A student who reaches nineteen (19) years of age before September 1 is not eligible to participate in interscholastic athletics. A student who reaches twenty-one (21) years of age before September 1 is not eligible to participate in non-athletic activities.
- **Semesters and seasons:** Athletic eligibility is limited by the number of semesters a student has attended after entering ninth grade and the number of seasons in which the student has participated or had an opportunity to participate in a sport. Eligibility will be determined under the current OSSAA semester and season rules.
- **Residency and transfers:** A student must satisfy residency, enrollment, and transfer requirements. Attending another school, transferring schools, or living outside the attendance area does not automatically establish eligibility or ineligibility. Each situation will be reviewed under current OSSAA rules, including any applicable exceptions or hardship provisions.
- **Amateur status:** A student may lose athletic eligibility by participating as a professional, competing under an assumed name, or accepting money, merchandise, or prizes prohibited by OSSAA rules. Permitted awards and participation will be determined under the current OSSAA amateur-status rules.
- **Outside participation and practice:** Students may participate only in practices, contests, camps, leagues, and outside teams permitted by OSSAA rules. Restrictions may differ by sport and by whether the activity occurs before, during, or after the school season.
- **Physical examination and consent:** Before participating in interscholastic athletics, a student must have the required current physical examination, parental consent, and other participation forms on file with the

school. This requirement applies to athletic participation and should not be stated as a requirement for every non-athletic activity.

- **Conduct and ejections:** Students who are ejected or disqualified from a contest for unsportsmanlike conduct, a flagrant foul, or other serious misconduct will be subject to the penalties established by OSSAA and any additional discipline imposed by Soper Public School. Reinstatement may require completion of the applicable suspension, a conference with school administration, completion of required training, and submission of reports or other information to OSSAA. The length of suspension will be determined under the rule applicable to the sport and violation.
- **School discipline:** A student under school suspension or other disciplinary restrictions may not participate when prohibited by district policy, the terms of the disciplinary action, or OSSAA rules.
- **Prohibited organizations:** Membership in a fraternity, sorority, secret society, or other student organization prohibited by Oklahoma law or Soper Board of Education policy may result in loss of eligibility.

School-Sponsored Activity Absences

Soper Public School recognizes that school-sponsored activities are an important part of a student's education. However, regular classroom attendance remains a priority.

A student may not miss the same class period more than ten times during a school year for school-sponsored activities unless an exception is approved in advance by the District's Internal Activities Review Committee (IARC) consisting of a teacher, the athletic director, three parents, and the high school principal.

Before a student exceeds the 10-absence limit, the activity sponsor must submit a written request explaining the educational purpose of the activity and the reason the student should be permitted to attend. In considering the request, the IARC may review the student's:

- Attendance record;
- Academic performance and eligibility;
- Number of previous activity absences; and
- Educational benefit of the proposed activity.

Other activities determined by the administration to have an educational purpose may be approved for up to four absences per semester. Additional absences require prior approval from the IARC.

The activity-absence limit does not apply to district, state, or national contests or activities that a student has earned the right to attend when the event qualifies for an exemption under applicable Oklahoma accreditation rules.

Students remain responsible for completing all assignments and assessments missed because of an activity absence. Participation may also be subject to applicable Soper Public School, Oklahoma Secondary School Activities Association (OSSAA), and Oklahoma Department of Career and Technology Education requirements.

STUDENT RETENTION

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

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

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

Student Promotion and Retention

Soper Public School is committed to helping students develop the academic skills necessary for success at the next grade level. Decisions regarding promotion or retention will be based on the student's academic progress, classroom performance, assessment results, age, attendance, individual needs, and other relevant information.

When appropriate, a placement committee consisting of school personnel may review a student's academic progress and determine whether promotion or retention is in the student's best educational interest. Parents or guardians will be notified and included in discussions regarding possible retention.

Reading Requirements – Kindergarten Through Third Grade

Soper Public School will follow the requirements of the Oklahoma Strong Readers Act for students in kindergarten through third grade.

Students are screened for reading development as required by state law. Students identified with a reading deficiency will receive appropriate reading instruction, intervention, progress monitoring, and other supports in accordance with the Strong Readers Act and the student's individual reading intervention plan.

Parents or guardians will be notified when their child is identified as having a reading deficiency and will receive information regarding the student's reading progress, interventions, and ways to support reading development at home.

Beginning with the **2027–2028 school year**, third-grade students will be subject to the promotion and retention requirements established by the Oklahoma Strong Readers Act. Students must demonstrate sufficient reading skills for promotion to fourth grade through methods established by state law. Students who do not meet the required criteria may be retained in third grade unless they qualify for a good-cause exemption provided by law.

Soper Public School will follow all current requirements of the Oklahoma Strong Readers Act regarding promotion, retention, good-cause exemptions, reading interventions, parent notification, and other required procedures.

Retention Appeals

When a teacher or placement committee recommends that a student be retained at the current grade level or not be passed in a course, the student's parent or guardian may appeal the recommendation through the district's established appeal process.

The decision of the Soper Board of Education shall be final. A parent or guardian who disagrees with the Board's decision may submit a written statement explaining the reasons for the disagreement. The statement will become part of the student's permanent educational record.

SEMESTER TESTS

All students in grades 7 – 12 will be required to take a semester test at the end of each semester. The schedule for these tests will be created by the teachers and principal based upon the schedule of the school for the given time period. Any 9-week or semester test will not be counted more than 20% of a student's total grade.

Exemptions: Students may be exempted from testing if the following is attained in grades 5 – 12 only.

- Students must have an A average in all of their classes and no discipline referrals for the semester.
- The student must have a B average with no more than 4 absences in all classes and student may not have any discipline referrals during the semester.

STUDENT ACCIDENT INSURANCE

Soper Public School may make optional student accident insurance available through an independent insurance provider. Families may choose either an At-School Protection Plan or a 24-Hour Protection Plan, subject to the coverage, exclusions, limits, and terms established by the insurance provider.

Purchasing this insurance is voluntary and is not required for school attendance or participation in school activities. However, families of students participating in athletics are strongly encouraged to maintain adequate health or accident insurance coverage.

Soper Public School does not own, operate, endorse, or receive payment from the insurance provider. The District makes enrollment information available and may assist with submitting required school documentation as a service to families. All decisions regarding coverage, benefits, claims, and payment are made by the insurance provider.

Parents and guardians are responsible for reviewing the plan, determining whether the coverage is appropriate, paying any required premium, and submitting claims according to the provider's procedures. Questions about benefits, exclusions, claim decisions, or payments should be directed to the insurance provider.

ACCIDENTS AND INJURIES

Accidents and injuries may occur during the school day, including in the classroom, physical education class, on the playground, during transportation, or at a school-sponsored activity.

Students must immediately report an accident or injury to the teacher, coach, bus driver, sponsor, or other staff member supervising the activity. If the student is unable to report the injury, another student or witness should notify a staff member immediately.

School personnel will provide appropriate assistance and report the incident to the school office or administration. When an injury requires medical attention or raises a health or safety concern, the school will promptly contact the student's parent or guardian. Emergency medical services may be contacted when necessary.

ILLNESS AND MEDICATION

Medication at School

Whenever possible, medication should be given at home. When medication must be administered during the school day, the following requirements apply:

- A parent or guardian must provide written authorization before school personnel may administer medication.
- Prescription medication must be delivered to the school office by a parent or guardian in the original, properly labeled pharmacy container.
- The label must include the student's name, medication name, dosage, and instructions for administration.
- Medication will be stored securely and administered only by authorized school personnel according to Oklahoma law and district procedures.
- Soper Public School employees will not administer nonprescription medication unless it is authorized under an individual health plan, emergency protocol, or other district procedure permitted by law.
- Students may not carry or self-administer medication unless specifically authorized by Oklahoma law and district policy. This may include certain medications for asthma, anaphylaxis, diabetes, or other qualifying medical conditions.

Illness During the School Day

A student who becomes ill during the school day should notify the teacher or supervising staff member and report to the school office. Students should not independently contact someone to pick them up or leave campus without office authorization.

School personnel will evaluate the situation and contact the student's parent, guardian, or authorized emergency contact when the student needs to go home. A student will be released only after the school has communicated with an authorized adult and the student has been properly checked out through the office.

Fever and Return to School

A student with a temperature of 100.4°F or higher will be removed from the regular classroom, supervised in an appropriate area, and sent home as soon as arrangements can be made.

The student may return to school after being fever-free for at least 24 hours without fever-reducing medication and when symptoms have improved enough for the student to participate in normal school activities. Additional restrictions may apply when required by a healthcare provider, public-health guidance, or district procedures.

IMMUNIZATION REQUIREMENTS

Oklahoma law requires each student attending school to have an immunization record or a properly completed exemption certificate on file with the school.

Before attending school, a parent or guardian must provide one of the following:

1. A current immunization record showing that the student has received all vaccinations required for the student's age and grade;
2. Documentation showing that the student has received at least one dose of each required vaccine and is in the process of completing the remaining doses according to the required schedule; or
3. A properly completed Oklahoma Certificate of Exemption based on medical, religious, or personal reasons.

For the 2026–2027 school year, required vaccinations may include DTaP, Tdap, polio, MMR, hepatitis A, hepatitis B, and varicella, depending on the student's age and grade. Students entering seventh grade must have the required Tdap booster. The number and timing of required doses will be determined under the current Oklahoma State Department of Health immunization schedule.

A student who does not provide the required immunization record, proof that the student is completing the required series, or a properly completed exemption certificate will not be permitted to attend school until the requirement is satisfied.

A student attending under an exemption or an incomplete immunization schedule may be temporarily excluded from school when directed or recommended by public-health authorities because of an outbreak or possible exposure to a vaccine-preventable disease.

Parents and guardians are responsible for providing updated immunization records as additional doses are received. Current requirements and exemption forms are available from the school office or the Oklahoma State Department of Health.

EMERGENCY AND SAFETY DRILLS

Soper Public School conducts emergency and safety drills to prepare students and employees to respond safely during fires, severe weather, security threats, and other emergencies. All students and employees must participate and follow the directions of school personnel.

Fire Drills

Two fire drills will be conducted each school year, with one drill held within the first fifteen (15) school days of each semester.

When the fire alarm sounds, students must remain calm, follow their teacher's directions, and leave the building using the evacuation route posted in the classroom or another route directed by school personnel. Students must remain with their class and may not return to the building until authorized.

Tornado Drills

Two tornado drills will be conducted each school year. At least one drill will be held in September and at least one in March.

During a tornado drill or severe-weather emergency, students must move promptly to the designated shelter area and follow all instructions from school personnel.

Security Drills

At least four security drills will be conducted each school year. One security drill will be held within the first fifteen (15) school days of each semester. No more than two security drills will be conducted during one semester, and drills will be scheduled at different times of the school day.

Security drills may include lockdown procedures, intruder-response procedures, or other actions designed to prevent or reduce injuries resulting from a threat inside or near a school building. At Soper Public School, **four short bells** signal a lockdown or security response. Students must immediately follow the directions of their teacher or supervising staff member.

For safety reasons, specific security procedures, staff assignments, and response locations may not be published in the student handbook.

Additional Safety Drills

At least two additional safety drills will be conducted each school year. The Principal and Superintendent will determine the type of drill based on identified risks, the district emergency plan, recommendations from the Safe School Committee, and guidance from fire, emergency-management, or law-enforcement officials.

All drills will be conducted and documented in accordance with Oklahoma law and Soper Public School's emergency plans and procedures.

CITIZENSHIP AND CONDUCT

Soper Public School encourages students to demonstrate good citizenship through honesty, responsibility, respect, courtesy, and kindness.

While at school, on school transportation, or participating in school-sponsored activities, students are expected to:

- Treat others with respect;
- Follow directions from school personnel;
- Follow school rules and applicable laws;
- Respect school property and the property of others; and
- Conduct themselves in a manner that supports a safe, positive, and productive learning environment.

CLASSROOM CARE

Students are expected to help keep classrooms clean, safe, and orderly. Before leaving class, students should:

- Take all books, papers, and personal belongings with them;
- Place trash in the appropriate container;
- Leave floors and seating areas clean; and
- Return desks, chairs, and classroom materials to the arrangement requested by the teacher.

Students should respect school property and follow the teacher's directions for classroom cleanup and organization.

TEXTBOOKS AND SCHOOL MATERIALS

Students may be issued textbooks and other instructional materials for use during the school year. The school will keep a record of each item and its condition when issued.

Students are responsible for taking reasonable care of all materials assigned to them and returning them when requested. Normal wear from appropriate use will not result in a charge.

A parent or guardian may be charged the reasonable repair or replacement cost of an item that is lost, intentionally damaged, or damaged through misuse or neglect. If payment is made for a lost item and the item is later returned in usable condition before the end of the school year, the payment will be refunded.

SOPER SCHOOL GRADING SYSTEM

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

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

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

- Students in kindergarten and 1st grade will be awarded an "S" for satisfactory work and "U" will be given for unsatisfactory work.
- Students in grades 2-12 will be awarded numerical grades as follows:
  - 100-90 = A
  - 89-80 = B
  - 79-70 = C
  - 69-60 = D
  - 59-0 = F

REPORT CARDS AND ONLINE GRADE ACCESS

Report cards will be issued after each nine-week grading period. Paper report cards may be sent home with students, and students are responsible for delivering them to their parent or guardian. Parents or guardians may request another copy from the school office.

Parents and guardians may also view their student's current grades and attendance through the district's secure online parent portal. Online grades reflect the student's progress at the time they are viewed and may change as additional assignments and grades are entered.

To obtain the web address or request parent portal login information, contact the school office at 580-345-2211. Login information should be kept confidential and used only by the authorized parent, guardian, or eligible student.

Parents or guardians who do not have reliable internet access may contact the school office to request a printed grade or attendance report.

GRADUATION REQUIREMENTS

To receive a diploma from Soper Public School, a student must complete at least 23 units or sets of competencies, satisfy all applicable state and district requirements, and meet the requirements assigned to the student's graduation cohort.

Students and parents should review the student's Individual Career and Academic Plan (ICAP) and graduation progress with the school counselor or designated administrator each year.

Students Entering Eighth Grade Before 2025–2026

Unless approved for a different graduation pathway permitted by Oklahoma law, these students must complete the following:

Subject	Required Units
English	4
Mathematics	3

Subject	Required Units
Laboratory Science	3
History and Citizenship Skills	3
World/Non-English Language or Computer Technology	2
Fine Arts or Speech	1
Additional unit from English, mathematics, science, history, citizenship skills, world language, or computer technology	1
Electives	6
Total	**23**

Required courses must include those identified by Oklahoma law and Soper Board of Education policy. Mathematics must include Algebra I and two additional approved mathematics courses. Science must include Biology I and two additional approved science courses. History and citizenship requirements must include United States History, United States Government, and Oklahoma History.

Students Entering Eighth Grade in 2025–2026 or Later

These students must complete the following pathway:

Subject	Required Units
English	4
Mathematics	4
Laboratory Science	3
History and Citizenship Skills	3
ICAP-Aligned Pathway Courses	6
Electives	3
Total	**23**

The mathematics requirement must include Algebra I and either Algebra II or Geometry. The science requirement must include Biology I, a physical science course, and one additional approved science course.

The six pathway units must align with the student's ICAP and may include additional core academic courses, world languages, computer technology, career and technology education, concurrent enrollment, Advanced Placement courses, internships, apprenticeships, fine arts, speech, or other courses approved by the Soper Board of Education.

When permitted by Oklahoma law, a student in an earlier graduation cohort may move to the newer pathway with parent or guardian approval and school approval.

Additional Graduation Requirements

In addition to earning the required 23 units, each student must satisfy the following requirements when applicable:

- **Individual Career and Academic Plan:** Complete and annually update an ICAP as required by Oklahoma law.
- **Personal Financial Literacy:** Complete the requirements of the Passport to Financial Literacy Act.
- **CPR and AED Instruction:** Receive instruction in cardiopulmonary resuscitation and awareness of automated external defibrillators at least once between ninth grade and graduation. A waiver or exemption may be available as permitted by law.
- **United States Naturalization Test:** Earn a score of at least 60 out of 100 questions. Students may retake the test as often as necessary. Applicable exemptions will be provided for qualifying students with disabilities.
- **FAFSA:** Complete and submit the Free Application for Federal Student Aid or submit an authorized opt-out form. A parent or guardian may authorize an opt-out for a student under age 18. A student age 18 or older may authorize the student's own opt-out. A school counselor may also authorize an opt-out as permitted by law.
- **State Assessments:** Participate in state assessments required for the student's grade and graduation cohort. State assessment scores will be used as required by law; students are not required to earn a specific score on the statewide high school assessment to receive a diploma unless the law changes.

Senior Enrollment and Attendance

Seniors must remain enrolled in and attend all courses and approved programs required to complete their graduation requirements.

A senior is not necessarily required to remain physically on the Soper campus for the entire school day when the student has an approved schedule involving concurrent enrollment, career and technology education, work-based learning, an internship, or another program permitted by Oklahoma law and district policy.

Final Determination

Graduation requirements may change because of amendments to Oklahoma law, State Board of Education rules, or Soper Board of Education policy. The requirements applicable to the student's graduation cohort will control. Students and parents should consult the school counselor or administration before changing a course schedule or graduation pathway.

VALEDICTORIAN AND SALUTATORIAN (BEGINNING WITH 9TH GRADE IN THE 2026 SY)

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

Math: Trigonometry, calculus, or college equivalent

Science: Physics, Chemistry, or college equivalent

The Valedictorian and Salutatorian honor will be calculated on only the core academic classes that count toward the 23-unit graduation requirement taken at grade level for the seven semesters in grades 9th-12th (1st semester of 9th grade through 1st semester of 12th grade). Classes with elective credit will not be calculated into the selection process.

The valedictorian and salutatorian must have earned at least the last three semester grades at Soper High School. If a student moves to Soper High School after the 1st semester of their junior year and the grade points would have qualified them for one of the top rankings, he/she shall be given special acknowledgement.

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

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

Honor Graduates

Honor graduates are those seniors who have earned a 3.9 cumulative GPA or above. They will receive the "honor" of leading their senior class in the graduation procession and their names will be marked with an asterisk "*" in the graduation program.

ADVANCED PLACEMENT/CONCURRENT COLLEGE – HIGH SCHOOL ENROLLMENT

High school students interested in concurrent college-high school enrollment should see their school counselor for eligibility criteria and enrollment information. Concurrent enrollment criteria are as follows:

9th grade

1st semester – Students will be selected based on 8th grade GPA, study habits, maturity level, and any other factor that demonstrates their readiness and ability to succeed in a college-level course, such as teacher recommendations, attendance records, and standardized test scores.

2nd semester – With a 4.0 GPA, students may enroll in a college readiness course (required before any further concurrent courses).

10th grade

Student must have a 3.75 or higher GPA, students may enroll in a college readiness course or Intro to Communication.

After college readiness and communication students may take a course within the subject area of the qualifying PreACT score. For example, if students score at least a 17 on the English PreACT subtest, they may take a college English course.

11th & 12th grade

No changes from Oklahoma State Regents for Higher Education requirements (3.0 GPA or higher & a score of at least a 19 on any ACT subtest)

Students will be given at least one class period per enrolled college course. Students will be assigned to a study hall during college course class periods. All students must report to study hall for every assigned class period unless prior written approval is obtained from an administrator and/or school counselor and parent.

All courses taken at the local career technology center, will be transcribed according to course description in the Oklahoma Cost Accounting System (OCAS). OCAS codes are codes defined by the State Department of Education that are used by schools to identify courses taken by students at the high school and technology center. All college courses will be transcribed according to local school board policy.

Any student who has a final grade of a D or F in a college course, must repay the school district for the cost of the course if the school district paid for the course. To be eligible to continue taking college courses after scoring a D or F, a determination will be made by administration in accordance with the concurrent policy.

Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

CareerTech Enrollment and Credit

Approved CareerTech courses may count toward high school graduation requirements when permitted by Oklahoma law, State Department of Education course coding, the student's graduation pathway, and Soper Board of Education policy.

Depending on the course and the student's graduation cohort, CareerTech coursework may count as:

- Mathematics or science credit;
- An ICAP-aligned pathway credit;
- An elective credit; or
- Another approved graduation credit.

CareerTech enrollment does not automatically replace a required mathematics or science course. Students must receive approval from the school counselor or administration before relying on a CareerTech course to satisfy a specific graduation requirement.

OKLAHOMA'S PROMISE

Oklahoma's Promise, formerly known as the Oklahoma Higher Learning Access Program, provides an opportunity for qualifying Oklahoma students to earn a tuition scholarship for college or an approved CareerTech program.

Who May Apply

To apply, a student generally must:

- Be an Oklahoma resident;
- Be enrolled in the eighth, ninth, tenth, eleventh, or twelfth grade;
- Apply no later than December 31 of the student's senior year and before officially graduating from high school; and
- Meet the applicable family-income requirements.

For the 2026–2027 school year, the maximum federal adjusted gross income at the time of application is:

Dependent Children in the Family	Maximum Family Income
1–2	$60,000
3–4	$70,000
5 or more	$80,000

Homeschool students must apply before their eighteenth birthday and before officially graduating. Special income or enrollment provisions may apply to certain students, including qualifying children of longtime certified Oklahoma public-school teachers and students in certain adoption, guardianship, or state-custody situations.

Student Requirements

Students enrolled in Oklahoma's Promise must:

- Graduate from an Oklahoma high school or approved homeschool program;
- Complete the courses required for the student's Oklahoma's Promise pathway;
- Earn at least a 2.50 cumulative GPA in all courses taken in grades 9–12;
- Earn at least a 2.50 GPA in the required college-preparatory courses, when applicable;
- Attend school regularly and complete assigned work;
- Avoid alcohol and drug abuse;
- Avoid criminal or delinquent acts that may disqualify the student;
- Provide requested information and documentation; and
- Meet all other requirements established by the Oklahoma State Regents for Higher Education.

Students and parents should meet with the school counselor regularly because Oklahoma's Promise course requirements may differ from Soper Public School's minimum graduation requirements.

Scholarship Pathways

Oklahoma's Promise currently offers two high-school curriculum pathways:

- **College-Eligible Pathway:** The student completes the required college-preparatory curriculum. The scholarship may be used at an eligible Oklahoma public or private college or university or for certain approved CareerTech programs.
- **CareerTech-Only Pathway:** The student completes the applicable Oklahoma Core Diploma requirements. The scholarship may be used only for approved CareerTech programs and cannot later be transferred to the college pathway.

Students should consult the school counselor before selecting a pathway.

Scholarship Benefits and Limitations

The scholarship may pay qualifying tuition at an eligible Oklahoma public college or university, an equivalent amount at an eligible private institution, or tuition for certain approved programs at an Oklahoma public technology center.

The scholarship does not normally pay for books, mandatory fees, supplies, transportation, housing, meals, or other educational expenses.

Eligibility is subject to an additional family-income review when the student begins postsecondary education and during each year the student receives the scholarship. Under the standard eligibility track, the applicable income limit is currently $100,000.

Students must also apply for other available financial aid during their senior year and continue meeting the program's academic, conduct, enrollment, and financial requirements.

Application and Information

Students may apply and review current requirements at www.okpromise.org or contact the Soper Public School counselor for assistance. Because program requirements and income limits may change, the current Oklahoma's Promise rules will control.

STUDENT TESTING

Oklahoma School Testing Program

Soper Public School will administer all assessments required by the Oklahoma School Testing Program and applicable federal and state law. Required assessments currently include:

- English language arts and mathematics in grades 3–8;
- Science in grades 5 and 8; and
- The state's college- and career-readiness assessments in grade 11, including the ACT and required science and U.S. history assessments.

Students enrolled in a tested grade are required to participate unless an exception or alternate assessment applies under law. Appropriate testing accommodations will be provided to eligible students in accordance with their individualized education program (IEP), Section 504 Plan, English learner plan, and state testing requirements.

Required state assessments are administered at no cost to students. Testing dates and other necessary information will be provided to students and parents or guardians. Test results will be maintained and disclosed as permitted by applicable student-record privacy laws.

ACT

Eligible eleventh-grade students will take the state-funded ACT as part of Oklahoma's statewide testing program at no cost.

Students who wish to take or retake the ACT on a national testing date must register separately. Registration fees may apply, although fee waivers may be available to eligible students. The school counselor can provide information about registration, testing dates, and available fee waivers.

ASVAB and Career-Aptitude Testing

Students in grades 10–12 will be given an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) or another qualifying career-aptitude assessment provided by the District. The assessment is offered at no cost and is intended to help students identify their strengths, explore career options, and develop career goals.

Students and their parents or guardians will be notified of the date, time, and location of the assessment. Taking the ASVAB does not require a student to enlist in or make a commitment to the military. Additional information is available from the school counselor.

TRANSCRIPTS

Graduating seniors may request a copy of their transcript from the school counselor. Transcripts may be provided to the student or sent directly to a college, university, technical school, prospective employer, or other authorized recipient. Students are responsible for submitting transcript requests early enough to meet applicable deadlines.

SCHEDULE CHANGES

Students requesting a schedule change must contact the school counselor during the first week of the semester. Schedule changes are subject to course availability, graduation requirements, class size, and administrative approval.

A parent or guardian's written approval may be required when a requested or recommended change significantly affects the student's academic program or graduation plan. Exceptions to the deadline may be approved by the counselor or administration when a change is necessary or in the student's best educational interest.

CHANGE OF ADDRESS OR CONTACT INFORMATION

Parents and guardians must promptly notify the school office of any change in a student's address, telephone number, emergency contacts, custody information, or other important contact information. Current information is necessary so the school can communicate with families and respond appropriately during an emergency.

TRANSFER STUDENTS

Students seeking to attend Soper Public School through an approved transfer must complete the applicable state and district transfer procedures. The required transfer approval and enrollment documents must be on file before attendance begins.

Transfer applications will be processed in accordance with the Oklahoma Education Open Transfer Act and Soper Board of Education policy.

WITHDRAWAL FROM SCHOOL

A parent or guardian who plans to withdraw a student from Soper Public School should contact the school office and provide the student's anticipated withdrawal date and the name of the school or educational program the student will attend.

Before leaving, the student should:

- Complete the District's withdrawal process;
- Return all textbooks, technology, equipment, uniforms, and other school property;
- Address any outstanding charges or obligations; and
- Obtain current grades and other necessary withdrawal information.

The District will transfer the student's education records to the receiving school.

Withdrawing a student does not remove the parent's or guardian's responsibility to comply with Oklahoma's compulsory school-attendance law. A student who is of compulsory attendance age must be enrolled in another public, private, or other lawful educational program unless an exception permitted by law applies.

PARENT-TEACHER CONFERENCES

Soper Public School encourages parents and guardians to communicate with their child's teachers. To request a conference, please contact the school office or the teacher in advance. Conferences will be scheduled at a mutually convenient time, such as before or after school or during the teacher's planning period, to avoid interrupting classroom instruction.

KIAMICHI TECHNOLOGY CENTER STUDENTS

Because Soper Public School and Kiamichi Technology Center (KTC) follow different calendars, students must follow the schedule of each school in which they are enrolled.

- When Soper is in session but KTC is closed, students must attend their regularly scheduled classes at Soper. Students should leave campus during the portion of the day normally spent at KTC because they are not enrolled in classes at Soper during that time.
- When Soper is closed but KTC is in session, students are required to attend KTC.

Students are responsible for reviewing both school calendars and attending all scheduled classes.

CAFETERIA AND SCHOOL MEALS

Soper Public School offers nutritious breakfast and lunch meals that meet applicable federal and state nutrition requirements. For the 2026–2027 school year, current funding allows student meals to be provided at no cost. Because funding is determined annually, free meals are not guaranteed for future school years. Families will be notified of any changes.

Students may bring a lunch from home. Students may not order food for delivery to the school.

Cafeteria Expectations

Students must:

- Enter the serving line in an orderly manner without running, crowding, cutting, or saving places;
- Follow staff directions and use appropriate table manners;
- Treat cafeteria staff and other students respectfully;
- Keep their eating area clean; and
- Return trays, utensils, and trash to the designated areas.

Students with food allergies, disabilities, or medical conditions requiring meal accommodations should have a parent or guardian contact the school office. Accommodations will be provided as required by law and applicable child-nutrition guidelines.

Meal Applications and Household Information

Families may be asked to complete a school-meal application or household-income form during enrollment or at another time during the school year. These forms may help determine eligibility for meal benefits and may also affect funding or eligibility for other educational programs and services.

Families are encouraged to complete and return the requested form to the school office even when meals are currently provided at no cost. Information provided will be handled confidentially and used or disclosed only as permitted by law.

STUDENT ORGANIZATIONS AND MEMBERSHIP

Students are encouraged to participate in school-sponsored clubs, teams, and organizations. Participation provides opportunities to develop leadership, responsibility, service, and other skills. Students should balance extracurricular involvement with their academic responsibilities.

To join or remain a member of a school-sponsored organization, a student must meet the requirements established by the organization, its governing rules, and Soper Public School. Requirements may include grade level, enrollment in a related course, academic eligibility, attendance, conduct, dues, participation, or other approved membership standards.

Membership requirements must be approved by the administration, communicated to students, and applied fairly and consistently. Membership and participation will be administered in accordance with applicable law and District policies.

Students may lose membership or participation privileges for failing to meet academic, attendance, conduct, or organization requirements. Any removal or restriction will be handled according to the organization's approved rules and applicable District policies.

Organization Funds

All money collected, raised, received, or spent by a school-sponsored student organization must be handled through the District's activity fund procedures. Fundraising activities and expenditures require prior approval and must comply with Oklahoma law and Board policy. School-sponsored organizations may not maintain unauthorized outside accounts.

CLUBS AND ORGANIZATIONS

Soper Public School offers clubs and organizations that support students' academic, career, leadership, and service interests. Participation is voluntary and subject to each organization's eligibility requirements, rules, and activity standards.

In accordance with 70 O.S. § 24-105, the District will notify parents and guardians annually of school-sponsored clubs and organizations through the student handbook.

A parent or guardian may notify the school administration in writing that permission is withheld for their student to participate in one or more extracurricular clubs or organizations. This restriction does not apply when participation is required as part of a class.

Available Organizations

Future Farmers of America (FFA)

Purpose: FFA develops leadership, personal growth, and career skills through agricultural education. Activities may include livestock shows, fairs, competitions, conferences, community service, and leadership development.

Eligibility: Membership is available to eligible students enrolled in an agricultural education program, subject to the organization's current membership requirements.

Family, Career and Community Leaders of America (FCCLA)

Purpose: FCCLA helps students develop leadership, career, family, and community-service skills through Family and Consumer Sciences education.

Eligibility: Membership is available to eligible students who are currently enrolled in, or have completed, an approved Family and Consumer Sciences course, in accordance with current FCCLA requirements.

National Honor Society

Purpose: The Soper High School National Honor Society recognizes students who demonstrate excellence in scholarship, service, leadership, and character.

Eligibility: Students in grades 10–12 with a cumulative grade-point average of at least 3.0 on a 4.0 scale may be considered for membership. Meeting the GPA requirement makes a student eligible for consideration but does not guarantee selection.

Eligible students may be invited to submit a candidacy form describing their leadership and service. The Faculty Council reviews each candidate's application, school disciplinary record, and other relevant information under the chapter's published selection procedures. Selection requires a majority vote of the Faculty Council.

Candidates will be notified of the selection decision according to the chapter's established schedule. Selected students will participate in an induction ceremony and must continue meeting the chapter's standards for scholarship, service, leadership, character, meeting attendance, and participation.

Application deadlines and membership requirements will be announced annually. Questions about selection or membership should be directed to the NHS adviser.

4-H Club

Purpose: 4-H provides educational activities in areas such as agriculture, science, citizenship, healthy living, leadership, and community service. Activities may include fairs, shows, contests, projects, and leadership events.

Eligibility: Participation is subject to the current age and membership requirements of Oklahoma 4-H and the local OSU Extension program.

Oklahoma Honor Society

The Oklahoma Honor Society is an academic recognition program rather than a student club. Eligible high school students may be recognized based on the current academic criteria established by the Oklahoma State Department of Education. The school will determine qualifying students using the applicable state criteria and school records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 C.F.R. Part 99, protects the privacy of student education records. Soper Public School also protects student information in accordance with applicable Oklahoma student-data privacy laws.

FERPA gives parents and guardians certain rights concerning their child's education records. These rights transfer to the student when the student turns 18 or otherwise becomes an "eligible student" under FERPA.

Inspection of Education Records

A parent, guardian, or eligible student may submit a written request to inspect and review the student's education records. The District will provide access within 45 days after receiving the request.

The District is generally not required to provide copies unless circumstances effectively prevent the parent, guardian, or eligible student from reviewing the records in person. A reasonable copying fee may be charged, but a fee will not be imposed if it would prevent access to the records.

Requesting an Amendment

A parent, guardian, or eligible student may ask the District to amend information believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

If the District declines to amend the record, it will provide notice of the decision and information about the right to a hearing. If the record is not amended following the hearing, the parent, guardian, or eligible student may place a written statement in the record explaining the disagreement.

This process may not be used to challenge a grade, disciplinary decision, or other substantive school decision unless the record describing that decision is inaccurate or misleading.

Disclosure of Education Records

The District generally must obtain written consent before disclosing personally identifiable information from a student's education records. FERPA permits disclosure without consent in certain situations, including disclosure:

- To school officials with a legitimate educational interest;
- To another school or educational institution in which the student seeks or intends to enroll;
- To authorized officials conducting an audit, evaluation, or enforcement of an education program;
- In connection with financial aid for which the student has applied or received;
- To organizations conducting qualifying studies for or on behalf of the District;
- To accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To appropriate officials during a health or safety emergency; or
- As otherwise permitted or required by federal or state law.

For this purpose, a school official may include a District employee, Board of Education member, volunteer, contractor, consultant, attorney, auditor, health-care provider, or other person performing a service or function for which the District would otherwise use its own employees. A school official has a legitimate educational interest when access to the record is necessary to fulfill an assigned professional or educational responsibility.

Upon request, the District may forward education records to another school or educational institution in which a student seeks, intends, or is already enrolled when the disclosure relates to the student's enrollment or transfer.

Directory Information

FERPA permits the District to identify certain information as "directory information" that may be disclosed without prior written consent when disclosure would not generally be considered harmful or an invasion of privacy.

Soper Public School designates the following as directory information:

- Student's name;
- Grade level;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Honors and awards received; and
- Photographs or recordings used in school publications, programs, websites, social media, yearbooks, or news releases.

A parent, guardian, or eligible student may request that directory information not be released. The written request must be submitted to the school office within 10 school days after receiving this notice or, for a student enrolling later in the year, within 10 school days after enrollment. The request will remain in effect for the current school year unless withdrawn in writing.

The District may still disclose information when permitted or required by law, even when a directory-information restriction is on file.

Filing a FERPA Complaint

A parent, guardian, or eligible student who believes the District has violated FERPA may first contact the Superintendent or school administration to seek a resolution. A complaint may also be filed with the:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-8520

Complaint information is available through the U.S. Department of Education's student privacy website.

EDUCATION OF STUDENTS EXPERIENCING HOMELESSNESS

Soper Public School follows the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, to ensure that students experiencing homelessness have equal access to a free and appropriate public education.

Eligibility

A child or youth may qualify for McKinney-Vento services when the child or youth lacks a fixed, regular, and adequate nighttime residence. This may include a child or youth who is:

- Sharing housing with others because of a loss of housing, economic hardship, or a similar reason;
- Living in a motel, hotel, campground, or trailer park because adequate alternative housing is unavailable;
- Living in an emergency or transitional shelter;
- Abandoned in a hospital;
- Living in a car, park, public space, abandoned building, bus or train station, substandard housing, or another place not ordinarily used as a regular sleeping accommodation; or
- A migratory child living in any of these circumstances.

An unaccompanied youth is a student experiencing homelessness who is not in the physical custody of a parent or guardian.

Children in foster care are covered by separate federal educational-stability requirements and are not considered homeless solely because they are awaiting or receiving a foster-care placement.

Student Rights

Eligible students have the right to:

- Enroll in school immediately, even when normally required documents are unavailable;
- Attend either the school of origin or the school serving the student's current location when consistent with the student's best interest;
- Receive transportation to the school of origin when required by law;
- Participate fully in school classes, activities, meals, and services for which they are eligible;
- Receive assistance obtaining enrollment, immunization, academic, and other necessary records; and
- Receive written notice and access to a dispute-resolution process when a disagreement occurs concerning eligibility, enrollment, school selection, or transportation.

A student will remain enrolled and receive applicable services while a McKinney-Vento dispute is being resolved. An unaccompanied youth may enroll without the signature of a parent or guardian, as permitted by federal law.

Families or students who are experiencing housing instability should contact the District's McKinney-Vento liaison, Dr. Scotty Van Worth at (580)345-2757.

Information concerning a student's housing status will be treated as confidential and shared only as permitted or required by law.

PARENTS' RIGHT TO KNOW—TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Because Soper Public School receives federal Title I, Part A funds, parents and guardians have the right to request information about the professional qualifications of their child's classroom teachers and instructional paraprofessionals.

Upon request, the District will provide the following information in a timely manner:

- Whether the teacher has met Oklahoma certification and licensing requirements for the grade levels and subject areas being taught;
- Whether the teacher is teaching under an emergency, provisional, or other temporary status through which state certification or licensing requirements have been waived;
- Whether the teacher is teaching in the field covered by the teacher's certification; and
- Whether the student receives instructional services from a paraprofessional and, if so, the paraprofessional's qualifications.

Requests for this information may be submitted to the school Principal or District office.

The District will also provide parents or guardians with timely written notice if their child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable Oklahoma certification or licensing requirements for the grade level and subject area being taught.

These notices will be provided in an understandable and consistent format and, to the extent practicable, in a language parents and guardians can understand.

BUS RIDER RULES

Riding a school bus is a privilege. Students must follow all bus rules and the directions of the bus driver. These rules apply while students are waiting at a bus stop, boarding or leaving the bus, riding the bus, and participating in school-sponsored transportation.

Waiting and Boarding

Students must:

1. Be at the assigned bus stop on time and ready to board;
2. Wait in a safe location away from the road;
3. Conduct themselves safely and respectfully while waiting;
4. Wait until the bus comes to a complete stop and the driver signals before approaching; and
5. Board promptly and in an orderly manner.

When possible, a parent, guardian, or student should notify the driver or school if the student will not be riding so the bus does not make an unnecessary stop.

Riding the Bus

Students must:

1. Follow the bus driver's directions promptly;
2. Remain properly seated and keep the aisle clear while the bus is moving;
3. Keep the noise level low enough for the driver to hear traffic, railroad, and emergency signals;
4. Keep hands, feet, objects, and other body parts inside the bus;
5. Keep windows closed unless the driver gives permission to open them;
6. Treat the driver, other passengers, and school property with respect; and
7. Help keep the bus clean and free of trash.

The following behaviors are prohibited:

- Fighting, horseplay, bullying, harassment, or threatening behavior;
- Shouting, throwing objects, or creating another distraction for the driver;
- Profane, inappropriate, or disrespectful language;
- Possession or use of tobacco, nicotine, vaping products, alcohol, illegal drugs, weapons, or other prohibited items;
- Damaging, marking, or defacing the bus;
- Changing seats or standing while the bus is moving without the driver's permission; and
- Refusing to follow the driver's directions.

Leaving the Bus

Students must:

1. Remain seated until the bus has completely stopped;
2. Leave the bus promptly and in an orderly manner;
3. Move away from the bus and stay clear of traffic;
4. When crossing the road, walk at least 10 feet in front of the bus, stop, watch for the driver's signal, check traffic, and cross carefully; and
5. Follow the driver's instructions concerning the safety of younger students.

Students will be discharged only at their assigned bus stop unless the school has received and approved authorization from a parent, guardian, or school official for a different stop.

Violations and Loss of Bus Privileges

The bus driver may submit a bus incident report to the Principal and contact the student's parent or guardian when misconduct occurs. Consequences will be based on the seriousness and frequency of the behavior and may include:

- A warning or assigned seat;
- Parent or guardian contact or conference;
- Other disciplinary action under Board policy; or
- Temporary or permanent loss of bus-riding privileges.

Before bus privileges are suspended, the student and parent or guardian will be informed of the reason and given an opportunity to discuss the incident with administration.

SEXUAL HARASSMENT

Soper Public School prohibits sexual harassment in all District educational programs and activities. This prohibition applies to students, employees, contractors, volunteers, and visitors.

Sexual harassment may include:

- Unwelcome sexual comments, jokes, gestures, or advances;
- Requests or pressure for sexual conduct;
- Sharing or displaying sexual messages, images, or recordings;
- Unwanted touching or other physical conduct of a sexual nature;
- Sexual assault;
- Dating violence, domestic violence, or stalking; and
- Other sex-based conduct prohibited by law or District policy.

Conduct may violate school rules even when it does not meet the legal definition of sexual harassment under Title IX.

Reporting Sexual Harassment

A student who experiences, witnesses, or learns about possible sexual harassment should report it promptly to:

- The Principal or Superintendent;
- A teacher, counselor, coach, or other trusted school employee; or
- Any other method provided in the District's Title IX policy.

A report may be made verbally or in writing. Reports may be submitted at any time, including outside regular school hours, by telephone, mail, email, or in person.

Any person who believes a student is in immediate danger should contact school administration or emergency services immediately.

District Response

The District will respond promptly and in accordance with its Title IX grievance procedures and other applicable policies. Supportive measures may be available to protect a student's safety, continued access to education, and well-being while a matter is reviewed.

A student found responsible for sexual harassment after the applicable procedures have been completed may receive disciplinary consequences under the District's discipline policy. Conduct that may violate criminal law may also be reported to law enforcement or other appropriate authorities.

Retaliation against anyone who makes a good-faith report, requests assistance, provides information, or participates in an investigation is prohibited. Reports will be handled as privately as reasonably possible, although complete confidentiality cannot be guaranteed when the District must investigate or take action.

LOCKERS, DESKS, AND SCHOOL STORAGE AREAS

Lockers, desks, cabinets, and other storage areas assigned to students remain the property of Soper Public School. They are provided for student convenience and may be inspected by authorized school personnel to maintain safety, cleanliness, security, and the orderly operation of the school.

The District may open and inspect school-owned lockers, desks, and storage areas at any time, with or without advance notice or the student's presence. Students should therefore have a limited expectation of privacy in these areas.

A student's backpack, purse, school-issued electronic device, outerwear clothing, vehicle, or other personal property may be searched when school officials have reasonable suspicion that the search will reveal evidence of a violation of law or school rules, or when otherwise permitted by law and District policy. Searches will be reasonable in scope based on the circumstances.

Students may not store illegal, prohibited, dangerous, stolen, or inappropriate items in a locker, desk, or other school storage area. Prohibited items may be confiscated, and violations may result in disciplinary action or referral to law enforcement when appropriate.

BULLYING PREVENTION AND REPORTING

Soper Public School prohibits bullying and is committed to providing a safe educational environment for every student.

Under the Oklahoma School Safety and Bullying Prevention Act, bullying means a pattern of harassment, intimidation, threatening behavior, physical acts, or verbal or electronic communication directed toward a student or group of students that:

- Results in, or is reasonably perceived as intending to cause, negative educational or physical effects; and
- Disrupts or interferes with the school's educational mission or the education of any student.

Bullying may include conduct occurring on school property, in school vehicles, at school-sponsored activities, or at school-sanctioned events. Electronic communication includes written, verbal, pictorial, or video content communicated through a cell phone, computer, social media platform, messaging service, or other electronic device.

Conduct that does not meet the legal definition of bullying may still violate other school rules and may result in disciplinary action.

Reporting Bullying

Students who experience or witness suspected bullying should report it promptly to a teacher, counselor, Principal, Superintendent, or other school employee. Parents and guardians should contact the school immediately if they believe their child is being bullied or is bullying another student.

Reports may be made verbally or in writing and should include as much information as possible, including the individuals involved, what occurred, when and where it occurred, and the names of any witnesses. A person who believes a student is in immediate danger should notify school administration or emergency services immediately.

The District will review and address reports according to its Board-approved Bullying Prevention Policy and applicable law. Appropriate action may include safety measures, parent notification, interventions, counseling, disciplinary consequences, or referral to law enforcement when required or appropriate.

Retaliation against a person who makes a good-faith report, provides information, or participates in an investigation is prohibited. Reports will be handled as privately as reasonably possible.

Parents and guardians are encouraged to:

- Talk with their children about bullying and appropriate online behavior;
- Encourage their children to report concerns promptly;
- Watch for changes in behavior, attendance, academic performance, or emotional well-being;
- Notify the school of suspected bullying; and
- Cooperate with school personnel in addressing reported concerns.

A copy of the District's complete Bullying Prevention Policy may be obtained from the Principal or Superintendent.

DISABILITY HARASSMENT

Soper Public School prohibits discrimination and harassment based on an actual or perceived disability. This prohibition applies to students, employees, volunteers, contractors, and visitors and is required by Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act.

Disability harassment includes intimidation, ridicule, abusive conduct, or other unwelcome behavior based on a person's disability when the conduct is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the District's educational programs, services, activities, or opportunities.

Disability harassment may include:

- Name-calling, slurs, mocking, or offensive jokes related to a disability;
- Written, verbal, graphic, electronic, or physical conduct that is threatening, harmful, or humiliating;
- Interfering with a student's wheelchair, mobility device, communication device, or other assistive equipment;
- Blocking a student's physical access to classrooms, programs, or activities;

- Belittling or punishing a student for using an approved accommodation or receiving disability-related services; or
- Excluding a student from classes, meals, field trips, assemblies, extracurricular activities, or other programs because of a disability.

Conduct that does not create a legally recognized hostile environment may still violate the District's student conduct, bullying, or nondiscrimination policies.

Reporting Disability Harassment

Students and parents should promptly report suspected disability harassment to the Section 504/ADA Coordinator, Principal, Superintendent, or another trusted school employee. Reports may be made verbally or in writing.

The District will review reports promptly and take appropriate action in accordance with its nondiscrimination and grievance procedures. Actions may include safety measures, supportive services, corrective action, and disciplinary consequences when appropriate.

Retaliation against anyone who makes a good-faith report, requests an accommodation, provides information, or participates in an investigation is prohibited.

NONDISCRIMINATION AND EQUAL OPPORTUNITY

Soper Public School provides equal access to its educational programs, activities, services, facilities, and employment opportunities. The District does not discriminate based on race, color, national origin, religion, sex, pregnancy or related conditions, age, disability, veteran status, or any other status protected by applicable law.

This prohibition applies to admission, instruction, academic programs, athletics, extracurricular activities, student services, discipline, employment, and all other District programs and operations.

The District complies with applicable civil-rights laws, including Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, and the Age Discrimination Act.

Reporting Discrimination

A student, parent, employee, applicant, or community member who believes that discrimination, harassment, or retaliation has occurred may make a report verbally or in writing to the appropriate District coordinator, Principal, or Superintendent.

A person is not required to attempt informal resolution before filing a complaint. District personnel will assist anyone who needs help preparing a written complaint or requesting an accommodation or language assistance.

Reports should be made as soon as reasonably possible so the District can respond effectively. The District will not reject a complaint solely because it was not submitted within 10 days of the alleged conduct.

The District will review complaints promptly, fairly, and in accordance with the grievance procedures applicable to the type of complaint. When appropriate, the District may provide supportive or corrective measures while a complaint is being reviewed.

Retaliation against anyone who makes a good-faith report, requests an accommodation, opposes discrimination, provides information, or participates in an investigation is prohibited.

Information will be shared only with individuals who need it to investigate, respond to, or resolve the complaint, except when disclosure is otherwise required by law.

District Civil-Rights Contacts

Dr. Scott Van Worth, Superintendent
soperschool@live.com
(580)345-2757

Soper Public School
P.O. Box 149
Soper, Oklahoma 74759
Telephone: 580-345-2211
Fax: 580-345-2222

Copies of the District's complete nondiscrimination policies and grievance procedures are available from the Superintendent's office and on the District website. The applicable procedures include information about investigations, decisions, appeals, disability-related due-process rights, and filing complaints with outside civil-rights agencies.

Accessibility and Language Assistance

The District will provide reasonable accommodations and appropriate communication assistance to qualified individuals with disabilities. Information may also be made available in alternative formats or, when practicable, in a language the parent, guardian, or other individual can understand.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY AND INTERNET RESOURCES

Purpose and Scope

Soper Public School provides internet access, computers, networks, accounts, software, and other technology resources to support instruction, communication, research, and school operations.

This policy applies to:

- District-owned technology and accounts;
- Personal devices connected to the District's network; and
- Access to District technology resources from any location.

Use of a personal device must also comply with the District's cell phone and personal electronic device policy.

Access Requirements

Students must have a completed Internet and Technology Acceptable Use Agreement on file before receiving independent access to District internet or technology resources. Students and their parents or guardians must review and acknowledge this policy as required by the District.

Students will receive instruction concerning internet safety, digital citizenship, cyberbullying, appropriate online communication, privacy, and responsible technology use.

When technology access is necessary for instruction, the District will provide appropriate supervised access or another reasonable means of completing the assignment.

Acceptable Use

District technology resources must be used primarily for education and other school-authorized purposes. Students must:

- Follow staff instructions and all District policies;
- Use technology in a responsible, respectful, ethical, and lawful manner;
- Use only accounts, devices, applications, and online services they are authorized to use;
- Protect passwords and account information;
- Respect the privacy and intellectual property rights of others; and
- Immediately report security concerns, threatening communications, cyberbullying, or inappropriate online material to a staff member.

Limited personal use may be permitted when authorized by school personnel and when it does not interfere with instruction, network operations, or school activities.

Prohibited Conduct

Students may not use District technology resources to:

1. Access, create, send, post, store, or display material that is obscene, sexually explicit, threatening, harassing, discriminatory, defamatory, or otherwise inappropriate for school;
2. Bully, intimidate, threaten, impersonate, or harass another person, including through electronic communications or social media;
3. Violate federal or state law, District policy, copyright restrictions, licensing agreements, or another person's intellectual property rights;
4. Engage in plagiarism, cheating, academic dishonesty, or the unauthorized use of artificial intelligence;
5. Access another person's account, share login credentials, misrepresent their identity, or allow another person to use their account;
6. Attempt to bypass internet filters, security controls, device-management software, or access restrictions, including through unauthorized virtual private networks, proxies, or similar services;

7. Damage, alter, disable, disrupt, or gain unauthorized access to any device, account, network, software, file, or data;
8. Create, upload, download, or distribute malware, viruses, or other harmful software;
9. Install unauthorized applications, extensions, games, or other software;
10. Disclose confidential, personally identifiable, or private information about themselves or another person without authorization;
11. Record, photograph, or distribute images, audio, or video of another person when prohibited by law, District policy, or staff direction;
12. Conduct unauthorized commercial activity, advertising, fundraising, solicitation, or partisan campaigning using District resources; or
13. Use technology in a manner that disrupts instruction, school operations, or another person's access to District resources.

Accidental access to inappropriate material must be reported immediately to a staff member. The student should close or leave the material and must not save, copy, or distribute it.

Artificial Intelligence

Students may use generative artificial intelligence or similar tools only when authorized by a teacher or administrator. Students must follow assignment requirements, protect confidential and personally identifiable information, verify the accuracy of generated material, and identify or cite the use of artificial intelligence when directed.

Using artificial intelligence to complete work that a student is expected to perform independently may be treated as academic dishonesty.

Internet Safety and Filtering

The District uses internet filtering and other technology-protection measures as required by the federal Children's Internet Protection Act. These measures are intended to restrict access to visual material that is obscene, constitutes child pornography, or is harmful to minors.

Students' online activities may be supervised and monitored. Students may not disable or bypass District filtering or security measures. No filtering system can block every inappropriate or harmful resource, and students remain responsible for following this policy.

Security and Privacy

Students must protect their passwords and promptly report lost devices, suspicious messages, unauthorized account activity, or possible security problems. A student who discovers a security weakness must report it to school personnel and must not demonstrate or share it with others.

District devices, accounts, networks, and systems are school property. To the extent permitted by law, authorized personnel may monitor, access, review, copy, or disclose activity and information on those systems for educational, operational, safety, security, disciplinary, or legal purposes. Students should not expect personal communications or files stored on District systems to be private, except as otherwise protected by law.

Students may use only District-approved applications and online services for schoolwork. Personally identifiable, confidential, or protected information may not be entered into an unapproved website, application, or artificial-intelligence service.

Consequences

A violation of this policy may result in:

- Restriction, suspension, or revocation of technology privileges;
- School disciplinary action;
- Restitution for intentional or negligent damage when permitted by law;
- Notification of a parent or guardian; or
- Referral to law enforcement when required or appropriate.

Consequences will be determined according to the nature and seriousness of the conduct, the student's disciplinary history, applicable law, and District policy. Required educational services and disability-related accommodations will be provided in accordance with applicable law.

Limitation of Responsibility

The District will take reasonable steps to provide safe and reliable technology services but cannot guarantee uninterrupted service, the accuracy of internet information, the recovery of lost data, or that every inappropriate resource will be blocked. Students must evaluate online information carefully and notify school personnel of problems.

Acknowledgment

The student's and parent's or guardian's signatures on the Internet and Technology Acceptable Use Agreement confirm that they have received, read, and agree to follow this policy.

MENINGOCOCCAL DISEASE INFORMATION

In accordance with Oklahoma law, Soper Public School provides parents and guardians of students in grades 6–12 with information about meningococcal disease and vaccination.

Meningococcal disease is a rare but serious bacterial illness that can cause meningitis or a bloodstream infection. It can progress quickly and may result in permanent disability or death.

Symptoms may include:

- Sudden fever
- Severe headache
- Stiff neck
- Nausea or vomiting

- Confusion or unusual sleepiness
- Sensitivity to light
- Seizures
- A dark red or purple rash

Meningococcal disease is a medical emergency. Seek immediate medical attention if your child develops these symptoms, especially if the illness worsens rapidly.

The bacteria spread through close or prolonged contact with an infected person's saliva or respiratory secretions. Students should not share drinks, eating utensils, lip balm, vaping devices, or other items that come into contact with the mouth.

The CDC recommends the MenACWY vaccine at age 11 or 12, followed by a booster at age 16. Other meningococcal vaccines may be recommended based on a student's age, health, or risk factors. Parents and guardians should consult their child's healthcare provider or county health department for current recommendations.

Meningococcal vaccination is recommended but is not currently required for attendance in Oklahoma public schools in grades PK–12. Different requirements may apply to students entering college and living in on-campus housing.

Current information is available from the Oklahoma State Department of Health and the Centers for Disease Control and Prevention.

This handbook summarizes selected District policies. Complete Board policies are available from the Superintendent's office. If this handbook conflicts with applicable law or an officially adopted Board policy, the law or Board policy will control.