

**Stanley Hupfeld Academy@
Western Village Elementary
Emergency Response Plan**

Safe & Healthy School Wellness Plan

Revised 9-2014

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INTRODUCTION

This Safety, Health and Wellness plan has been developed by the Stanley Hupfeld Academy @ Western Village charter school, located at **1508 NW 106th** recognizes the relationship between academic achievement and student health and wellness. This policy reflects the schools commitment to removing health-related barriers to learning by establishing health policy, health promotion and health education. We provide school-based activities designed to support a school environment that promotes wellness, healthy eating and an active lifestyle. The Stanley Hupfeld community strives to model and actively practice the promotion of family health, physical activity, and good nutrition.

Also included in this plan are procedures for when it might be necessary to take shelter from severe weather a tornado or, in the event the school's administrative staff feels it is in the best interest of those in the building, to call for a "lock down." An evacuation plan is also included.

This plan has been reviewed and approved by the Oklahoma City Police Department and the Oklahoma City Fire Department.

If you should have any questions or concerns regarding this plan, please contact **Ruthie Rayner - 405-751-1774**

SAFE SCHOOL COMMITTEE

To maintain a calm and secure environment for students and employees when faced with a crisis or disaster, SHA@ WV has established a safe-school committee, which will meet on the 1st Monday of alternating months to make recommendations to the Principal regarding unsafe conditions, possible strategies for students to avoid harm or harassment at school, crime prevention, school violence and related topics.

The committee will be comprised of at least six members, including an equal number of parents, teachers and students. There will be periodically scheduled drills to practice procedures and to evaluate response times. A Disaster Crisis Plan will include a description of each anticipated crisis or disaster. The main goal of the plan will be to provide for the safety and welfare of the students.

The committee will also focus on healthy initiatives to ensure that wellness and health matters are addressed. It will also be the duty of this committee to ensure that student and staff education in the areas of health and wellness are addressed. The committee will plan one schoolwide event that will be held annually to promote the areas of health and wellness.

Committee Members

Mack Henson, Parent
Mack Henson Jr., Student
Corey Dunlap, Parent
Dariana Littlepage- Buggs, Student
Susan Ward, Nurse Practitioner
Kim Gadlin, Teacher
Maddie Banister, Teacher
Lee Acers, Counselor
Christy Savage, Secretary
Matt Bell, Technology
Scott Phipps, After School Program Coordinator /Facility Coordinator

Ruthie Rayner, Principal

S A F E T Y D R I L L S

Safety drills will be executed in the safest manner possible and held at minimum, once per quarter. Students will be instructed and practiced in each of the drill procedures during the first two weeks of school and on an as-needed basis thereafter throughout the school year.

Faculty and staff will project an air of calmness and control at all times and will maintain contact with and keep track of the location of all of the students in their charge.

A. FIRE DRILL PROCEDURES

1. Signal – A loud intermittent series of (3) short bells. (Memory device: “go, go, go”)
2. Teachers retrieve clipboard with class roster, red and green cards, exit map and close interior door.
3. Exit quickly and quietly with students through exterior doors and proceed to designated area. Each class will form a line.
4. Office staff and visitors will evacuate through nearest exit.
5. ***Immediately report*** any students who are **missing** to building administrator or designee, by holding up a red card and giving student’s name(s) in writing to principal or designee.

Hold up green card if **all students are present**. Principal or designee will dismiss and class will return to the building.

B. TORNADO/SEVERE WEATHER PROCEDURES

1. Signal – Intermittent series of one (1) long bell. (Memory device: “stay”)
2. Teachers are to open interior doors, retrieve clipboard with class roster, red and green cards and exit map.
3. Students are to exit interior doors and proceed to designated area. They should quietly kneel facing the wall with hands over heads until the “all clear” is given. (DUCK AND COVER)
4. Notify the principal or designee of any students who are missing by holding up red cards. Give names of missing students to principal or designee.
5. Indicate all students present by holding up green cards.
6. Notification will be given when classes may return to rooms.

C. INTRUDER/LOCK DOWN PROCEDURES:

Anyone visiting our building must check in at the front office. If you see someone who does not have a **Visitor or Mentor Pass**, please cordially direct him/her to the front office to sign in and secure a pass. If you are met with resistance, allow the person to leave but phone or page the office immediately for notification of the incident.

1. Signal – Announced over the intercom will be the words, **“Intruder Lock-Down.”**
2. Teachers should shut and lock their classroom doors, pull mini blinds down, and turn off all lights. Students must be absolutely quiet. Move children in small groups spread around the room where they can least be seen through the door or outside windows. Stay with the children.
3. Susan Ward, Don West and Barbara Glover will check bathrooms and unoccupied rooms for students out of the classroom and take them to the nearest classroom when the “Code Yellow” signal is given.
4. Every person in building should remain absolutely quiet.
5. Remain in “Lock Down” mode until the all-clear notification is given over the intercom.

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D. EVACUATION PROCEDURES: (A-VIRT) In the event of a dangerous toxic substance, gas leak, bomb threat, etc.

1. Line up children for evacuation. Take clipboard with AVIRT instruction card.
2. Leave building at nearest exit.
3. Take attendance (not just a head count.)
4. Walk to HERITAGE HALL at McKinley and 115th in a single file.
5. Wait for further instructions from law enforcement.
6. Do not use cell phones. (Use can trigger explosions!)
7. Designated faculty will meet law enforcement with the AVIRT plan.

Emergency Response Personnel

NAME/POSTION	PHONE #
Ruthie Rayner, Principal	751.1774 x110
Christy Savage, Secretary	751.1774 x110
Lee Acers, Counselor	751.1774 x116
Scott Phipps	751.1774 x159
Susan Ward Nurse Practitioner	751.1774 x111

HEALTH & WELLNESS

SHA adopts the Coordinated School Health Program model that is recommended by the Centers for Disease Control and Prevention (CDC) for planning and coordinated school health activities. This model creates a school environment that conveys consistent messages and is conducive to healthy eating, physical activity, and wellness for all staff, students and their families.

The Coordinated School Health Program includes the following eight components: Health Education; Physical Education; Health Services; Family and Community Involvement; Counseling, Psychological, and Social Services; Nutrition Services; Healthy School Environment, and Health Promotion for Staff.

Stanley Hupfeld Academy is a **Certified Healthy School** with the State Department of Oklahoma. Many educational opportunities provide our students with health and nutrition advice as well as activities that lead to a healthy lifestyle.

Nutrition

Stanley Hupfeld Academy will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet United States Department of Agriculture (USDA's) requirements as well as follow principles of the Dietary Guidelines for Americans.

The Child Nutrition Program will serve the following: food high in fiber, free of added trans-fat, low in added fats, sugar, and sodium, respectful of cultural diversity and served in appropriate portion sizes consistent with the USDA standards.

- Child Nutrition Programs are accessible to all children. Students will be encouraged to start each day with a healthy breakfast.
- Meals served through the Child Nutrition Programs will: Be appealing and attractive to children of various ages and diverse backgrounds, be served in a clean, safe, and pleasant setting.
- The Child Nutrition Program will pursue partnerships with local/regional farms to facilitate a Farm-to-School program. Meals served within the federally reimbursable meal program will be designed to feature fresh fruits and vegetables from local sources to the greatest extent possible.
- Child Nutrition staff will be engaged in wellness activities and educational opportunities that support healthy eating behavior and food safety.
- Annual training is provided to Child Nutrition Staff on basic nutrition, nutrition education, and nutrition standards for preparing healthy meals.
- Training and support are provided to enable Child Nutrition Staff to become full partners in providing excellent food to our students.
- Safe, unflavored, cool drinking water will be offered at no charge throughout the school day. Only low or non-fat varieties of milk will be allowed. Juice will be 100 percent juice with no added caloric sweeteners.

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- Students will be allowed adequate time to consume meals, at least 10 minutes for breakfast and 20 minutes for lunch from the time they are seated. Recess before lunch will be encouraged to the greatest extent possible for the purpose of reducing food waste.
- Students are provided only healthy food and beverage options for food beyond the school food services (vending machines, school stores, and food/beverages for snacks and celebrations).
- Food, beverages, and candy will not be used to reward or punish academic performance or student behavior.

Nutrition Education

The goal of nutrition education is to facilitate the adoption of healthy eating and other health-promoting nutrition-related behaviors. Nutrition education occurs in the classroom as well as in the larger school community.

- Nutrition education will be provided in all grades and will be integrated into core curriculum. In the classroom, it is included in the scope and sequence in core subjects, such as math, science, language arts, social sciences, and elective subjects.
- Nutrition education will teach students the knowledge and skills necessary to adopt healthy eating and regular physical activity as part of their lifestyle.
- Nutrition education is coordinated with child nutrition services to reinforce messages on healthy eating. The school cafeteria environment allows students to apply critical thinking skills taught in the classroom.
- Nutrition resources that include learning opportunities which enhance health will be made available for staff.
- Nutrition education is provided to families and the community through communications with parents, educational workshops, homework materials, screening services, and health-related exhibitions and fairs.
- Healthy eating behaviors are promoted through the use of multiple channels including: classroom, cafeteria, and communications with parents.

Monitoring and Evaluation

An assessment of the SHA's Wellness Policy will be completed annually to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, a wellness committee will review nutrition and physical activity policies; provision of the environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. SHA will seek input from stakeholders on the development and seek recommendations based on: new techniques, proven strategies, and guidelines which reflect emerging scientific knowledge relevant to the health of students and staff.

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Nutrition Guidelines and Standards for Foods and Beverages Outside of School Meal Programs (Competitive Foods) from the Institute of Medicine (IOM)

- Students will be provided only healthy food and beverage options in vending machines, school stores, and food/beverages for snacks and celebrations. These foods and beverages will meet the following standards:
 - Fruits, vegetables, whole grains, and related combination products (contain a total of ≥ 1 serving fruits, vegetables, and/or whole grains), or nonfat/low-fat dairy
 - Snack foods offered to high-school students in after-school settings and activities are not required to meet this standard.
 - Foods low in calories:
 - Snacks are ≤ 200 calories per portion as packaged and à la carte entrée items do not exceed calorie limits on comparable National School Lunch Program (NSLP) items
 - Foods low in fat:
 - No more than 35% of total calories from fat
 - Exceptions to the standard are:
 - Nuts and seeds: fat content will not count against the total fat content of the product
 - Less than 10% of total calories from saturated fats
 - Zero trans fat ($< 0.5\text{g}$ per serving)
 - Foods low in added sugar:
 - Snacks, foods, and beverages provide $\leq 35\%$ of calories from total sugars per portion as packaged
 - Exceptions to the standard are:
 - 100 % fruits and fruit juices in all forms without added sugars
 - 100 % vegetables and vegetable juices without added sugars
 - 4-oz. portion as packaged for elementary/middle school
 - 8-oz. (2 portions) for high school
 - Unflavored nonfat and low-fat milk and yogurt
 - Flavored nonfat and low-fat milk ($\leq 22\text{g}$ of total sugars per 8-oz. serving)
 - Flavored nonfat and low-fat yogurt ($\leq 30\text{g}$ of total sugars per 8-oz. serving)
 - Foods low in Sodium:
 - Snacks have $\leq 200\text{mg}$ sodium per portion as packaged or have $\leq 480\text{mg}$ per entrée portion as served for à la carte items
 - Caffeine-free foods and beverages:
 - An exception is naturally occurring trace amounts of caffeine
 - Water without flavoring, additives, or carbonation
 - Plain, potable water is available at all times for free
- **High School only after-school hours
 - The remaining available beverage choices must follow the criteria below:
 - Sugar-free, made with nonnutritive sweeteners or < 5 calories per portion as packaged

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- Caffeine-free
- Not vitamin- or nutrient-fortified (includes but not limited to vitamin waters, energy drinks, sports drinks)
- With or without carbonation or flavoring
- Examples of Foods and Beverages that Meet Criteria Include:
 - Individual fruits-apples, pears, oranges
 - Fruit cups packed in juice or water
 - Vegetables-baby carrots, broccoli
 - Dried or dehydrated fruits-raisins, apricots, cherries
 - Low-fat, low-salt, whole grain crackers or chips
 - Whole grain, low sugar cereals
 - 100% whole grain mini bagels
 - 8-oz servings of low-fat, fruit-flavored yogurt with ≤ 30 g of total sugars
 - Low sodium, whole grain bars containing sunflower seeds, almonds, peanuts or walnuts
 - Unflavored nonfat and low-fat milk
 - Flavored nonfat and low-fat milk (≤ 22 g of total sugars per 8-oz. portion)
 - 100% fruit juice or low-sodium 100% vegetable juice
 - 8-oz servings of low-fat or nonfat chocolate or strawberry milk with ≤ 22 g of total sugars

FUNDRAISING

School fundraising activities that include the sale of healthy foods, beverages and non-food items is a public demonstration of the school's commitment to promoting healthy behaviors among students, families and the communities at large, while helping clubs, groups or organizations meet their financial needs. Healthy food and beverage criteria are outlined within this policy under *Nutrition Guidelines and Standards for Other Foods and Beverages Outside of School Meal Programs* and will be applied to fundraising items.

- All fundraisers sponsored by the school will be supportive of healthy eating.
- Fundraising activities, including activities run by clubs, groups and organizations, will support children's health and reinforce positive nutrition behaviors.
- Our district only permits health-promoting fundraising efforts such as healthy foods and beverage options, non-food items, physical activity-related options, or community service options.

MARKETING OF FOOD OR BEVERAGE

School-based marketing should be consistent with nutrition education and health promotion. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains and low-fat dairy products is encouraged.

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GROWING UP GREEN COMMUNITY GARDEN

The Growing Up Green Community Garden was established in 2011 through the combined efforts of INTEGRIS, Crossings Community Church and Stanley Hupfeld Academy at Western Village. Grant money was secured to create the raised beds, the Oklahoma Garden and the learning pavilion. Grantees and donors include:

- Lowe's Toolbox for Education Grant
- Whole Foods Community Grant
- INTEGRIS You and I Campaign
- Crossings Community Church
- Schools For Health Lifestyles

Stanley Hupfeld Academy dedicates resources (i.e. land, water, containers, raised beds, etc.) for the community garden. We incorporate the use of the community gardens into the standards based curriculum as a hands-on, interdisciplinary teaching tool to increase knowledge and influence student food choices and lifelong eating habits. We support the sustainability of school gardens through activities that could include: fundraising, solicitation of community donations, and the use of existing resources.

The community garden is cared for by the students of Stanley Hupfeld Academy with each grade level accepting responsibility for one of the raised beds.

Resources:

<http://oklahoma4h.okstate.edu/aitc/lessons/index.html>

MONTHLY WELLNESS ASSEMBLY

Each month Pam Patty, nutritionist with INTEGRIS presents a nutrition assembly that focuses on a health or nutrition topic. This topic is then expanded upon during students PE/Health Classes.

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PE/HEALTH & AM GET FIT

Our PE/Health classes are 45 min. and are conducted weekly by Ms. Dolf. In addition morning walking club and “Get Fit” occurs from 7:40-8:00 Mon-Friday as well as a 20 minute recess each day. Our students receive a total of 245 min. of activity through these combined sessions.

Stanley Hupfeld Academy recognizes the importance of physical activity and physical education in promoting health and academic achievement, and is an important part of a student’s comprehensive, well-rounded education program that will positively impact life-long health and well-being. We support quality physical activity throughout the school day and during our after school activities.

- Students will be given opportunities for physical activity during the school day by integrating physical activity into the academic curriculum.
- Teachers and other school personnel will not use physical activity as a punishment or withhold opportunities for physical activity (withholding recess or PE) as a punishment.
- Teachers and other school personnel are encouraged to use physical activity opportunities as rewards such as extra recess.
- Students participating in Physical Education will be moderately to vigorously active for at least 50% of PE class time.
- Proper equipment and facilities that meet safety standards are required.
- Elementary students will participate in 20 minutes of daily recess and 150 minutes of Physical Activity per week. Physical Activity will be through daily recess, daily physical activity integrated in the school day and Physical Education time as well as 20 min. “Get Fit” sessions each morning.
- Only medical waivers/exemptions from participation in physical education will be accepted.
- We will provide opportunities for participation in a broad range of competitive and noncompetitive physical activities that help to develop the skills needed to participate in lifetime physical activities during our after school program.
- Annually we participate in the walk or bike to school initiative. We engage parents in organizing adult supervised groups to facilitate safe walking and biking.
- Training for teachers on integrating physical activity into the curriculum is provided.

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SCHOOLS FOR HEALTHY LIFESTYLE

Stanley Hupfeld Academy is in its third year of being designated as a SCHOOLS FOR HEALTHY LIFESTYLE by the State Department of Education. Through this grant we are able to address health education and healthy life skills. Other initiatives that are provided for our students to educate them in healthy lifestyle choices include:

- Cooking Club- Students in 4th & 5th grade learn the basics of kitchen safety, measurement and nutritional information from a certified nutritionist.
- Sports- Students are offered opportunities to join PALS leagues including basketball, soccer and tennis. These groups are conducted during our after schools activities or on the weekends.

AIDS PREVENTION

- Annual AIDS Prevention and Growth and Development Classes will be presented to the 5th grade class by our nurse and school counselor.
- In accordance with state law 70 O.S. § 11-103.3; OAC 210:10-112 the AIDS education plan includes prevention and educational components. The curriculum used is from the American Red Cross and Weekly Reader.
- Daily “Get Fit” sessions at the beginning of each school day that incorporate wellness information and movement.

SCHOOL NURSE/ CLINIC

Stanley Hupfeld Academy houses a full time nurse practitioner at our site. She is able to meet the needs of our students, teachers and families by providing on site medical care. She also plans programs for school employees and student health. These include:

- Bike Safety Day
- Annual Walk to School Day
- Employee Weight Loss & Nutrition Program
- Community Resource Connection
- Grant Writer to support the health and wellness efforts

Staff Wellness

SHA highly values the health and well-being of every staff member and support staff members to maintain a healthy lifestyle. Staff is encouraged to model healthful eating and physical activity habits to demonstrate support of healthy lifestyle habits to the students.

Access to Facilities for Physical Activity after School Hours

Students, parents, and other community members will have access to, and be encouraged to use, the schools outdoor physical activity facilities outside the normal school day. (*Senate Bill 1882 ensures greater liability protection for schools who choose to open their facilities for recreational use*)

School Safety

At the end of each day, what parents want most is for their children to come home safely. Our school has in place many programs to help students stay safe. Here's information on just a few of those efforts:

Secure Access Entrances

In early 2009 the school established that the main entrance would be the primary access during the school day. A secure access entrance means that every person who comes to a school must enter the office to be greeted and screened by office personnel. All other entrances to the school will be locked during the school day. Push-out bars are installed on all main exit doors for emergency exit.

Security Cameras

Stanley Hupfeld Academy has high definition security cameras that cover the campus. A monitor is available so that school staff can, when necessary, look at the view from any camera in the building to determine if there is a disturbance or concern. If an intruder is in a building, they may be tracked on cameras until they can be confronted. Video may be later searched to determine how they got into the building so that any security gaps can be closed. Cameras have also been used to find out who was responsible for theft or vandalism.

Bullying Prevention Curriculum

People think of violence prevention as being something that should be done in middle schools and high schools. The truth is, it should start at the earliest level, and at Stanley Hupfeld Academy, it does.

Our school counselor uses bullying prevention curriculum to teach students. Teachers receive training on how to recognize and deal with bullying. Our specialist and teachers integrate bullying information into the curriculum. When bullying behavior is reduced, more students are ready to learn and there is less chance of students becoming alienated and angry.

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PARENT / COMMUNITY INVOLVEMENT

Parents will serve on the Safe School Committee as an active member. Parents school safety concerns shall be addressed by the committee. Parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. We support parents' efforts to provide a healthy diet and daily physical activity for their children. We encourage parents to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet good nutrition standards for foods and beverages.

DRUG FREE SCHOOLS POLICY

Any teacher, parent, mentor, officer or employee who has reasonable cause to suspect that a student may be under the influence of, or that a student has in his or her possession, alcoholic beverages, non-intoxicating alcoholic beverages (e.g. low-point beer), or a controlled dangerous substance as defined by law shall immediately notify the principal who shall then notify the parent or legal guardian of the situation. Any suspected controlled substance will be confiscated. The student will be subjected to a long-term suspension. Possession of illegal drugs will result in referral to police.

DANGEROUS WEAPONS POLICY

Federal law prohibits the possession and/or carrying of dangerous weapons or replicas by students, employees, or others while on district property, at a school-sponsored activity, or on a school bus. Dangerous weapons include but are not limited to: an automatic or semi-automatic weapon, rifle, shotgun, any pistol, revolver, B.B. gun, pellet gun and/or imitation firearm; dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword, and knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife; manually operated pocket knife, utility, scouting knife or box knife, exacto knife, or knives of any kind or any object with a blade: blackjack, multi-fingered rings, loaded cane, billy hand chain, metal knuckles, pipes or any weapon, item or object capable of or used to inflict bodily harm; knowingly participating in the concealment of a weapon on school campus, bus or at a school-sponsored activity. Students will be held responsible if they are found in possession of such objects or weapons regardless of the circumstances. Security or police officers will be allowed to carry weapons in the performance of their duties.

GUN FREE SCHOOLS ACT

A state law requires educational agencies to suspend from school for a period of not less than one year, a student who is determined to have brought a firearm to school. This law requires that any student who brings a firearm to school be referred to the criminal justice or juvenile justice system.

NON-SMOKING ENVIRONMENT

Stanley Hupfeld Academy at Western Village is a smoke-free, tobacco-free, e-cigarette free and vapor-free environment. **NO SMOKING, E-CIGARETTES, VAPES OR CHEWING TOBACCO IS ALLOWED BY STUDENTS, STAFF, PARENTS, OR VISITORS ON ALL SCHOOL GROUNDS (INSIDE OR OUTSIDE), OR IN SCHOOL VEHICLES, 24 hours a day, 7 days a week.** This includes all activities that take place on the SHA @WV property including after-hour neighborhood use of the facility.

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DRUG-FREE WORKPLACE

No employees engaged in work for SHA or in connection with a federal, state or local grant administered by SHA will unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, while on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate or any other controlled substance, as defined in schedules I through V of the Section 202 of the controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 13.00.15, or dispense, possess, use or be under the influence of marijuana or any alcoholic beverage while on or in the workplace.

24/7 Tobacco Free Policy: Adoption date: 2-7-2012 Stanley Hupfeld Academy understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and second hand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles and during any school sponsored functions held off campus. This policy is intended to improve the health and safety of all individuals using the schools.

“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes e-cigarettes / vaping devices or any other product packaged for smoking or the simulation of smoking.

This regulation applies to students, faculty, staff, visitors, and all employees and contractors of Stanley Hupfeld Academy including those of Oklahoma City Public Schools, and anyone providing services on school property. This regulation also applies to all public school functions (ballgames, concerts, etc.) and any outside agency using Stanley Hupfeld Academy’s owned or leased facilities. This regulation is in effect 24 hours per day, seven days per week.

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, the site administrator will take appropriate steps to enforce the regulation.

Students found in violation of the policy will have their parents contacted for a first violation. Second offense will include disciplinary action, to include, but not limited to community service and tobacco education programs. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

An employee who violates the terms of this policy may be suspended or terminated, pursuant to employee disciplinary procedures. Information about the Oklahoma Tobacco Helpline will be

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provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

Legal Reference: 21 U.S.C. 812 and 21 CFR 1300.11 and 1300.15

DRUG TESTING - EMPLOYEE

SHA is committed to maintaining a work environment that is safe for all employees while achieving the highest possible level of performance and quality by its employees. The abuse of alcohol, controlled substances, and/or any unauthorized drug can impair the ability of employees to perform critical tasks, increase the potential for accidents and reduce the reliability, stability, and good judgment of employees.

SHA will take reasonable and lawful measures to advance this commitment and ensure, where possible, the safety, security, and efficient performance of employees.

SHA will ensure, where possible, that employees and affiliated personnel are free from alcohol and other unauthorized drugs, which would adversely affect good judgment or impair the safe and efficient performance of their job duties.

Contractors, suppliers, and/or vendors who have employees working on the school premises or job site will be notified that their employees are expected to abide by the school's Drug-Free Workplace rules. The contractors, suppliers, and/or vendors will normally be notified through contract documents.

Legal Reference: Drug-Free Workplace Act of 1988, P.L. 100-690

SUBSTANCE ABUSE POLICY- Adopted 2-7-2012

1.0 PURPOSE

The Stanley Hupfeld Academy at Western Village ("SHA") is committed to protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace. SHA recognizes that alcohol abuse and drug use pose a significant threat to our goals. SHA has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

2.0 POLICY

2.1 Maintain a safe, healthy working environment for all employees, free from the influence of alcohol and drugs.

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2.2 Utilize disciplinary measures, as appropriate, in order to address impaired employees.

2.3 Be in compliance and consistent with any and all laws governing substance control and testing standards.

3.0 PROHIBITION OF ILLEGAL DRUGS AND ALCOHOL

3.1 Employees are prohibited from illegal drug use and the use of alcohol and on SHA's premises. Employees are also required to be free from the influence of alcohol and illegal drugs while present on SHA's premises.

3.2 The use, sale, purchase, manufacture, transfer, or possession of illegal drugs or alcohol by any employee while on SHA's premises, or while performing business on behalf of SHA, is prohibited and is grounds for immediate termination.

3.3 SHA holds employees who drink alcohol or who engage in illegal drug use to the same qualification standards for employment or job performance and behavior to which other employees are held, even if an employee's unsatisfactory performance or behavior is related to drug or alcohol use.

3.4 Any employee who is arrested or convicted of the illegal sale or use of illegal drugs or alcohol while off the job and away from SHA's premises is considered to be in violation of this policy. In deciding what action is appropriate for such off-duty misconduct, SHA will take into consideration the nature of the charges and any mitigating circumstances surrounding the situation.

4.0 TESTING POLICY

4.1 The substances tested for under this policy shall include alcohol and drugs.

4.2 An employee shall be required to submit to an immediate drug or alcohol screening test whenever a reasonable suspicion exists that the employee is under the influence of alcohol or drugs when reporting to work, being present on SHA's premise, or when otherwise acting within the course of employment.

4.3 Where there is reasonable suspicion that an employee is in violation of this policy, SHA has the discretion to search any vehicle, pocket, package, purse, briefcase, tool box, food container, other container, or any other personal property brought onto SHA property in order to ensure a work environment free of illegal drugs and alcohol. The employee may be asked to sign a consent authorizing such search of any personal property brought onto SHA property by him or her and/or under his or her control. Failure to sign a consent will subject the employee to disciplinary action up to and including termination of employment. (SHA may search any of its property and all items thereon or therein, with or without the consent of the employee. Personal property of the employee may be searched with consent. However, failure to provide consent may lead to termination.)

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5.0 TESTING PROCESS

5.1 Employees subject to testing under this Policy are expected to comply with the instructions of the testing facility during the administration of testing. Failure to comply with the testing facility's instructions may result in corrective action, up to and including termination of employment.

5.2 The Principal or the Director will coordinate safe transportation for the employee to his or her home.

5.3 The employee will be suspended, without pay, from work pending resolution of the testing and subsequent investigation. Subsequent to the investigation, if it is determined that the employee had not violated this policy, the employee will be compensated for missed work days in accordance with the work schedule at the time the screening test was conducted.

5.4 If an employee is deemed to have violated the policy, but is allowed to return to work on a Condition of Employment Agreement, the employee shall be required to report to the testing facility for a "return to work" drug screen, the results of which will guide SHA's determination of the employee's ability to return to work.

5.5 All preliminary results of drug and alcohol screenings of applicants or employee will be reviewed by an appropriate Medical Reviewing Officer ("MRO") prior to the issuing of a final report regarding the results of the drug and/or alcohol screening. As part of this review, the MRO will provide the applicant or employee in question the opportunity to explain, in confidence, the preliminary results of the screenings. The MRO will base his final report regarding the drug and/or alcohol screening upon all of the information available to him or her, including but not limited to the preliminary lab results, any explanation provided by the employee or applicant, and evidence regarding drug prescriptions.

5.6 SHA will not make any decision to terminate an employee's employment until the MRO issues his or her final report regarding the results of the drug and/or alcohol test in question. All decisions under this policy with respect to employees will be based solely upon the MRO's final report.

6.0 CONSEQUENCES OF DRUG SCREENING TESTS

6.1 SHA may take disciplinary action, up to and including termination of employment, in the following circumstances:

6.1.1 Refusal to comply with the instructions of the testing facility during the administration of drug and/or alcohol screening;

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6.1.2 If it is reasonably determined that an employee has altered or adulterated a urine specimen; or,

6.1.3 If an employee at any time fails to pass the drug and alcohol screening test under the standards set forth

6.2 If an employee refuses to submit to the outlined drug screening tests and is terminated from employment for that refusal, tests positive for any illegal drugs, evidences a blood alcohol level of 0.02 mg/dl or greater, or is reasonably determined to have altered a test specimen, SHA shall consider the employee to be guilty of misconduct for purposes of the Oklahoma Employment Security Act and will challenge any award of unemployment benefits. The Oklahoma Employment Security Commission may deny the employee unemployment benefits as a result of such misconduct.

7.0 CONFIDENTIALITY OF TEST RESULTS AND RIGHTS TO OBTAIN RECORDS

7.1 The results of any drug or alcohol screening test will be treated confidentially. Test results will not be disclosed to anyone other than those to whom SHA, in its sole discretion, determines to have a need and right to know.

7.2 SHA shall maintain all drug and alcohol test results and related information as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions taken by the employee or in any action involving the individual tested and SHA, or unless such records are ordered released pursuant to a valid subpoena or court order.

7.3 All drug and alcohol test results, and records relating thereto, kept by SHA shall be the property of SHA and, upon the request of the employee tested, shall be made available for inspection and copying to the employee.

8.0 CONDITION OF EMPLOYMENT AGREEMENTS

8.1 A component of this policy includes a Condition of Employment Agreement for employees who have successfully completed treatment for substance abuse in an accredited treatment program. SHA retains the sole discretion as to whether to offer this Agreement to an employee. Exercising its sole discretion, SHA will determine, using objective factors and on a case-by-case basis, if an employee should be offered an opportunity to return to work under a Condition of Employment Agreement. It is not required that this Agreement be offered in lieu of termination or other disciplinary action.

8.2 The purpose of the Agreement is to outline the specific requirements for any and all employees given an opportunity to return to work after treatment for substance abuse. This Agreement is intended to provide a program to accommodate those employees who are drug-

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addicted and rehabilitated, or who are in a current program of rehabilitation and not using drugs, or who are alcoholics and are qualified individuals with a disability under the ADA. Unscheduled (i.e., random) screening tests are included in the Agreement to ensure that a rehabilitated individual is no longer illegally using drugs or abusing alcohol consistent with this Policy.

8.3 The Agreement may be offered as part of the continuing rehabilitation process. The Agreement is specifically intended to meet the needs of the individual employee and SHA, and is a condition for continued employment by SHA. Employees who are offered a Condition of Employment Agreement must have a negative screening test and a signed Agreement before returning to work.

8.4 Once an employee has successfully completed the specific provisions contained within the Agreement, he or she will no longer be subject to the provisions of said Agreement. However, should the employee have a positive screening test after completion of the Agreement, as outlined within this policy, it is not required that an additional Condition of Employment Agreement be offered in lieu of termination or other disciplinary action.

9.0 DEFINITIONS

9.1 Reasonable Suspicion. Reasonable suspicion means a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from objective and articulated facts and reasonable inferences drawn from those facts in light of experience.

9.2 Under the Influence of Alcohol. Under the influence of alcohol means having a blood/alcohol level of 0.02 mg/dl or greater or observable indications of intoxication coupled with evidence of recent alcohol intake.

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