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DEFINITION

The Okmulgee Public Schools is a public body corporate and possesses the usual powers of a corporation. The Board of Education is the governing board of the District with powers enumerated by laws and regulations.
It is the policy of the Okmulgee Public Schools to provide equal opportunities without regard to race, color, national origin, religion, sex, age, disability, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. Inquiries concerning application of this policy may be referred to:

Jeremey Ramsey, Asst. Supt.
Okmulgee Public Schools
P.O. Box 1346
Okmulgee, Oklahoma 74447-1346
Telephone (918) 758-2000

The Okmulgee Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.
STATEMENT OF INTENT TO COMPLY
WITH ALL STATUTORY AND REGULATORY LAW

The Board of Education intends to comply with all applicable state and federal laws, rules and regulations. All District personnel are expected to conduct themselves at all times in a manner that complies with all legal mandates. If at any time a District employee believes that legal requirements are not being followed, the employee should immediately advise the Superintendent in writing.
QUALIFICATIONS FOR MEMBERSHIP ON BOARD OF EDUCATION

To be eligible for membership on the Board of Education, a school board candidate must meet all the qualifications of state law, including having been a registered voter at an address located within the geographical boundaries of the candidate’s office ward for six (6) months preceding the first day of the filing period.
TERM OF OFFICE

The Board of Education shall consist of five (5) members, each serving a five-year term, with one member's term expiring each year. New members elected to the Board of Education or incumbents reelected shall take office at the first regular, special or emergency school Board meeting after the member has been certified as elected.
Each of the five (5) members of the board shall be assigned an Office number to distinguish each Seat of Office, one from another. The district shall be divided into five (5) corresponding Wards, whose geographical boundaries shall ensure equal representation within the Offices of the Board across the entire district.

Between August 1 and December 31 of the year following the submission of the Federal Decennial Census, it shall be the duty of the Board of Education to reassess and divide the territory of the School District into the five (5) Wards of Office. The representation wards shall be compact, contiguous, and shall be as equal in population as may be practicable with not more than ten percent (10%) variance between the most and least populous election districts.

Effective as of January 1, 2012:

Legal description— Ward #1

Beginning at a point at the Northwest corner of the South half o Section 30, Twp 14N, R 13E in Okmulgee County; thence East and following said half section line across Sections 30, 29, 28, 27, Twp 14N, R 13E to the East Section line of Section 27, Twp 14N, R 13E; thence North 5280 feet to the Northeast corner of the Southeast Quarter of Section 22 and the Northwest corner of the Southwest Quarter of Section 23, both in Twp. 14N, R 13E in Okmulgee County; thence East and following said half section line to the East section line of Section 24, Twp 14N, R 13E; thence South and along the East section lines of Sections 24 and 25, Twp 14N, R 13E to the Northeast corner of Section 36, Twp 14N, R 13E; thence West along the North side of said Section 36 to the Northwest corner of said Section 36 to the Northwest corner of Section 1, Twp 13N, R 13E to the Southwest corner of said Section 1, Twp 13N, R 13E; thence West along the section line also known as “Old Morris Highway” to State Highway 56 also known as “The Loop”, thence in a North, Northwest direction along “The Loop” to U.S. Highway 75; thence crossing U.S. Highway 75 and continuing West along Fairgrounds Road to Oklahoma Avenue; thence South along Oklahoma Avenue to Wyandotte Street, thence West along Wyandotte to Taft Avenue; thence South along Taft to Kiowa Street; thence West along Kiowa to Pearl Avenue; thence South along Pearl to McKinley Road; thence East along McKinley to Madison Avenue; thence South along Madison to Lagonda Street, thence East along Lagonda to Kern Avenue; thence South along Kern to Fourth Street; thence West along Fourth to Madison Avenue; thence South along Madison to Twentieth Street; thence East along Twentieth to U.S. Highway 75; thence crossing U.S. Highway 75 and continuing East along Twentieth to Mission Road; thence South along Mission to Thirtysixth Street; thence East along Thirtysixth to its intersection with Cussetah Creek; thence in a South direction along the mid-channel of Cussetah Creek across Sections 21 and 28, Twp 13N, R 13E to the South section lien of said Section 28 where Cussetah Creek empties into the Deep Fork River; thence West along the mid-channel of the Deep Fork River to the Northwest corner of Section 31, Twp 13N, R 13E; thence on the West section lines of Section 31, Twp 13N, R 12E and Section 6, Twp 12N, R 13E to the Southeast corner of Section 1,
Twp 12N, R 12E; thence West to the Southwest corner of Section 2, Twp 12N, R 12E; thence North to the Southeast corner of Section 34, Twp 13N, R 12E; thence West to the Southwest corner of the Southeast Quarter of Section 34, Twp 13N, R 12E; thence in a Northeasterly curve to the right of the Northeast corner of Section 34 and the Southeast corner of Section 27, both sections being in Twp 13N, R 12E; thence West and along the North section lines of Sections 34, 33, and 32 to the Northwest corner of the Northeast Quarter of said section 32, Twp 13N, R 12E; thence South to the South section line of said Section 32; thence West along the South section lines of Sections 32 and 31 of Twp 13N, R 12E and south section lines of Sections 36 and 35 of Twp 13N, R 11E; thence North along the West section line of said Section 35 a distance of 2640 feet; thence East a distance of 2640 feet; thence North to the North section line of said section 35; thence West a distance of 2640 feet to the West section line of said Section 35, Twp 13N, R 11E; thence North a distance of one (1) mile; thence West a distance of one (1) mile to the Southwest corner of Section 22, Twp 13N, R 11E; thence North along the West section lines of Sections 22, 15, and 10 to the Northwest corner of said section 10, Twp 13N, R 11E; thence East along the North section lines of Sections 10, 11, and 12, Twp 13N, R 11E to the Southwest corner of Section 6, Twp 13N, R 12E; thence one mile North to the Northwest corner of said Section 6; thence East along North Section lines of Sections 6, 5, 4, 3, and 2, Twp 13N, R 12E to the Northeast corner of the Northwest Quarter of said Section 2; thence North through the center of Sections 35 and 26, Twp 14N, R 12E to the center of said Section 26, also being the Northwest corner of the Southeast Quarter of said Section 26; thence East and along the center line of Sections 26 and 25, Twp 14N, R 12E to the Northwest corner of the South Half of Section 30, Twp 14N, R 13E which is the Point of Beginning.

Legal description — Ward #2

Beginning at a point at the Northwest corner of the Northeast Quarter of Section 11, Twp 13N, R 13E, Okmulgee County; thence South a distance of 1320 feet; thence West to the West section line of said Section 11 and on West to a point 1320 feet South of the North section line of Section 9, Twp 13N, R 13E and 1320 feet West of the East section line of Section 9, Twp 13N, R 13E; thence in a South direction to the Southwest corner of the Northeast Quarter of Section 16, Twp 13N, R 13E; thence East to the Southeast corner of the Northeast Quarter of Section 16, Twp 13N,R 13E where it is intersected by Cussetah Creek; thence in a South, Southwest direction along the mid-channel of Cussetah Creek to the intersection of Cussetah Creek with E 980 road, Okmulgee County, also known as Thirty-sixth Street in the City of Okmulgee; thence West along Thirty-sixth Street to Mission Road; thence North along Mission to Twentieth Street; thence West along Twentieth to U.S. Hwy 75; thence North along U.S. Hwy 75 to Fourth Street; thence East along Fourth Street to the Northwest corner of the Northeast Quarter of Section 11, Twp 13N, R 13E which is the point of beginning.

Legal Description — Ward #3

Beginning at a point in the center of the intersection of Fourth Street and Comanche Avenue; thence North along Comanche to Chicago Street, thence West along Chicago to Wood Drive, thence North along Wood Drive to State Highway 56 also known as “The Loop”, thence East / Southeast along “The Loop” to “Old Highway 62” also known as Fourth Street, Okmulgee, thence West along Fourth Street to Comanche Avenue, the point of beginning.
Legal Description— Ward #4

Beginning at a point in the center of the intersection of Sixth Street and Comanche Avenue; thence West along Sixth Street to Kern Avenue, thence North along Kern to Fourth Street, thence West along Fourth to Madison Avenue, thence South along Madison to Twentieth Street, thence East along Twentieth Street to Wood Drive, thence North along Wood Drive to Fourth Street, thence West along Fourth Street to Comanche Avenue, thence South along Comanche Avenue to Sixth Street, the point of beginning.

Legal description— Ward #5

Beginning at a point in the center of the intersection of Sixth Street and Comanche Avenue; thence north along Comanche to Chicago Street, thence west along Chicago to Wood Drive, thence north along Wood Drive to Fairgrounds Road, thence west along Fairgrounds Road to Oklahoma Avenue, thence south along Oklahoma Avenue to Wyandotte Street, thence west along Wyandotte to Taft Avenue, thence south along Taft to Kiowa Street, thence west along Kiowa to Pearl Avenue, thence south along Pearl to Eufaula Street, thence east along Eufaula to Madison Avenue, thence south along Madison to Lagonda Street, thence east along Lagonda to Kern Avenue, thence south along Kern to Sixth Street, thence east along Sixth to the point of beginning.
**VACANCIES**

When a vacancy occurs on the Board of Education the vacancy may be filled by the Board appointing a qualified elector to the position. Persons appointed to fill such vacancies in the first half of the term of office for the Board position shall serve only until the next succeeding election, at which time an election shall be held to fill any balance of the unexpired term. Persons appointed to fill such vacancies after the first half of the term of office for the Board position shall serve for the balance of the unexpired term. If the Board fails to make an appointment within sixty (60) days after the vacancy occurs, the Board shall call a special election to fill the vacancy for the unexpired term.
BOARD MEMBER EDUCATION

A. Except as provided in subsection B of this policy, at the time a school district elector files a notification and declaration of candidacy for the office of Okmulgee Public Schools Board of Education membership, the elector shall agree and pledge in writing that, within fifteen (15) months of election or appointment as a member of the Board of Education, he or she will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws and ethics, duties and responsibilities of board of education members. This requirement may be satisfied by attending a two-day workshop to be held by the State Department of Education or by attending workshops, seminars or classes that address the above-mentioned subjects that are sponsored by any organization approved by the State Board of Education, including, but not limited to institutions of higher education.

B. When an incumbent board member files a notification and declaration of candidacy for reelection to the Board of Education, the incumbent shall not be required to comply with the statutory requirement described in subsection A if the incumbent agrees and pledges in writing that, upon reelection, he or she will complete six (6) hours of instruction, emphasizing changes in school law, particularly in those areas identified in subsection A, within fifteen (15) months following his or her election.

C. Upon completion of the workshop(s) described in subsections A. and B., the member's certificate of completion will be included in the public records of the Board's minutes.

D. Any member of the Board of Education or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the Board of Education at the time of a workshop, who attends and successfully completes a workshop as required by subsection A. or B. of this policy, shall be reimbursed for expenses incurred, not to exceed compensation in the sum of $25 per day and actual expenses that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

E. In addition to the workshop requirements described above, every member of the Board of Education elected to a full term of office of five (5) years or more shall be required to attend a minimum of fifteen (15) hours of continuing education prior to the date set for filing for reelection to that respective board seat. The continuing education courses, workshops, seminars, conferences and conventions that will satisfy these requirements will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the Board of
Education. The District will reimburse the expenses incurred by any member of the Board of Education who attends and completes a course that satisfies in part or in full the requirements of this subsection.
AUTHORITY OF INDIVIDUAL BOARD MEMBERS

The Board of Education, when assembled in a duly called meeting, is the governing body of the Okmulgee Public Schools. Individual members of the Board of Education have no authority or power when acting alone or outside of a duly called meeting, except as specifically directed by action of the Board of Education. Upon recommendation of the Superintendent, the Board of Education shall adopt such policies, rules and regulations as it deems appropriate to meet the District's needs. Implementation of District policy shall be the responsibility of the Superintendent.
POWERS AND DUTIES

The powers and duties of the Board of Education are specifically provided for by state law. Among these powers are:

1. Election of its officers;
2. Making rules and regulations;
3. Employment and evaluation of the Superintendent;
4. Employment compensation and establishment of duties of the District treasurer, auditor, attorney and secretary;
5. Employment of teachers, principals and other certified employees upon the recommendation of the Superintendent;
6. Maintenance and operation of a complete public school system of such character as the Board of Education shall deem best suited to the needs of the community;
7. Designation of the schools to be attended by the children of the District;
8. Purchase, construction, operation and maintenance of classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, school bus garages, laboratories, administration buildings and other schoolhouses, school buildings and sites and the equipment acquisition therefor;
9. Purchase property, equipment, furniture and supplies necessary to maintain and operate an adequate school system; and
10. Exercise control over all the schools and property of the District, subject to the provisions of the Oklahoma School Code.
Selection

The Board of Education shall elect from its membership a president, vice president and a clerk. Each shall serve their term until his or her successor is elected and qualified. Officers may hold the same office for more than one term, or may choose to rotate offices at the discretion of the Board.

At the discretion of the Board a deputy clerk may be appointed. The deputy clerk may also serve in a secretarial position in the District.

Duties of Officers

The duties of the officers of the Board of Education are as provided for by law.
MEETINGS

All meetings of the Board of Education shall be held in compliance with the Oklahoma Open Meeting Act. Regular meetings shall be held on the second Tuesday of each month unless the second Tuesday falls on a holiday.

All meetings shall be held at 6:00 p.m. in the Board of Education Building unless otherwise designated by the posted agenda.

By December 15 of each year the Board of Education shall give written notice to the Okmulgee County Clerk of the date, time and place of regularly scheduled meetings for the following calendar year. Any change in the schedule of regular meetings will be made by notifying the County Clerk at least ten (10) days prior to the new meeting date.

At least twenty-four (24) hours prior to each meeting (excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma), a public notice of the meeting shall be displayed in prominent public view in the office of the Superintendent.

In the event a meeting is to be continued or reconvened, public notice of the date, time and place of the continued meeting will be given at the original meeting. Only matters that were part of the agenda of the original meeting will be discussed at the continued meeting.

Special meetings will be held only with public notice given at least forty-eight (48) hours prior to the meeting. Notice of the time, date and place of the meeting will be given in writing, in person or by telephone to the Okmulgee County Clerk. At least twenty-four (24) hours prior to the meeting (excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma), a public notice of the meeting will be displayed in prominent public view in the Superintendent's office.
An emergency meeting may be held without public notice. An emergency is a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage or financial loss. As much public notice as is reasonable and possible under the circumstances shall be given in person or by telephonic or electronic means. The minutes of emergency meetings will include a statement regarding the nature and reasons for declaring an emergency.

Executive Session

Executive sessions shall be held only as provided for by law. No votes or action will be taken in executive session. Minutes will be taken in executive session reflecting the decision to convene in executive session, the persons present, the purpose for which the executive session was conducted, the matters discussed in the executive session and the decision to return from executive to open session.

Agenda

The Superintendent shall prepare an agenda for each meeting setting out the matters to come before the Board of Education. The Superintendent will provide a copy of the proposed agenda to the Board members two (2) days prior to the date of regular meetings. The final agenda shall be posted twenty four (24) hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma.

Rules of Order

A quorum shall consist of three or more Board members.
Any scheduled meeting of the Board of Education may be convened by the President when a quorum is present. If the President is absent the succession of the chair will be Vice-President and then the Clerk of the Board.

The Board may take the agenda items in any order.

The President may speak on points of order in preference to other members and shall decide questions of order, subject however, to an appeal to the Board by any two (2) members.

A motion made must be seconded and must be repeated distinctly by the President or read aloud before it is debated. Every motion shall be reduced to writing upon request of the President or any Board member.

Any member who has made a motion shall have liberty to withdraw it, with the consent of his or her second, before any debate has begun, but not after such debate has begun without leave being granted by the Board.

The consideration of any question may be tabled.

A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.

When any business is brought regularly before the Board, consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table for previous question, postponement, or commitment or amendment.

A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board.

Every member of the Board will vote and have his or her action recorded on all questions needing Board approval. A member may abstain on a vote, but the abstention will be recorded.
The first person recognized by the President as desiring to speak shall have the right to the floor.

Minutes

The proceedings of the Board of Education shall be kept in the form of written minutes, which will be the official summary of the proceedings showing clearly those members present and absent, all matters considered by the Board and all actions taken by the Board. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by law.

In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

The approval of the minutes of previous meetings shall be presented as an agenda item in the next regular meeting. The Board shall correct and officially approve such minutes, and the clerk and president shall sign them attesting to their accuracy.
RELATIONSHIP OF THE BOARD TO THE SUPERINTENDENT

The Superintendent is the executive officer of the Board of Education and the administrative leader of the school system. The Superintendent shall devote a major portion of his or her time to educational planning and leadership with the Board, the community and the school staff.

The Board expects the following from the Superintendent:

1. To serve as its executive officer and head administrator of the School District.
2. To be its professional advisor in all matters and to recommend appropriate school policies for consideration.
3. To implement and execute all policies adopted by the Board of Education.
4. To keep members fully and accurately informed about the school program.
5. To identify and articulate the District's needs.
6. To devote a large share of his or her time and thought to the improvement of instruction.
7. To be alert to trends, advances and improvements in educational programs.
8. To facilitate the development of good school-community relations.
9. To use sound judgment in nominating applicants for employment.
10. To recommend the dismissal or nonrenewal of personnel when necessary.
11. To present for the Board's consideration an annual budget that is designed to serve the District's needs.
12. To establish and implement the District's financial operations to ensure adherence to budget provisions and the wise use of school funds.
The Superintendent can expect the following from the Board of Education:

1. To assist the Superintendent with counsel and advice, giving him or her the benefit of its judgment, experience and professional knowledge.

2. To delegate to the Superintendent responsibility for all executive functions, to refrain from interfering in the handling of administrative details and to give him or her authority commensurate with his or her responsibilities.

3. To make all employees of the District responsible to the Superintendent, to refrain from any direct dealings about school business with them and to require and receive all reports from them through the Superintendent in official meetings of the Board of Education.

4. To refer all applicants, complaints and other communications, oral or written, to the Superintendent.

5. To hold the Superintendent responsible for the administration of schools, to review and appraise the results of his or her work and to inform him or her when any methods or procedures do not meet with the Board's approval.

6. To include the Superintendent in all meetings of the Board of Education, except that the Superintendent can expect to be excluded from that part of a Board of Education meeting when the Board discussion concerns the Superintendent's job performance and the discussion will take place in executive session.
All meetings of the Board of Education are held in public, but they are business meetings of the Board of Trustees of the District that do not require public input on the deliberations of the Board. The Board acknowledges its responsibility for proper governance of the school and its business affairs in a regulated and efficient manner. Because the Board of Education is a public entity, it is necessary that the public be given a means to communicate directly with members of the Board while in session if necessary.

Therefore, the Board establishes a means for public input or consultation using three methods: 1) recognition by the Superintendent; 2) recognition by the Board President; and 3) a patron’s written request to be placed on the Board agenda.

1) **Recognition by the Superintendent:** The Superintendent may at his or her discretion ask members of the audience to participate in discussion of items scheduled on the agenda if the audience member(s) called upon has expertise in or special knowledge of the subject being discussed. In such an instance only those persons in the audience recognized by the Superintendent shall be permitted to participate in the discussion.

2) **Recognition by the Board President:** The President may at his or her discretion ask members of the audience to participate in discussion of items scheduled on the agenda if the audience member(s) called upon has expertise in or special knowledge of the subject being discussed. In such an instance only those persons in the audience recognized by the chair shall be permitted to participate in the discussion.

3) **Requests to be placed on the Board agenda:** Any patron requesting to be placed on the board meeting agenda must make the request in writing to the Superintendent at least one week (7 calendar days) immediately preceding the next regularly scheduled meeting. Since the Board meets on the second Tuesday of each month the request must be received by the first Tuesday of the month. The written request to be placed as an item on the agenda will contain the specific nature of the topic to be addressed as well as the name, address, and phone number of the person making the request.

All such requests will be submitted to the Superintendent for review and consideration. Only those requests which meet certain standards will be placed on the agenda. The Superintendent shall not approve any requests that have not been vetted through proper administrative channels or that do not meet the criteria for consideration.

In the event that the Superintendent denies a request, and the patron feels the request does in fact meet the standards to be placed on the agenda, such patron may appeal the request in writing to the President of the Board for a second consideration. Only the Superintendent or the President may add items to the agenda.
Criteria for Consideration of Agenda Request

1) The Board will typically only hear items regarding School Board Policy.
2) The Board will not entertain any issues pertaining to the day to day operations of the district.
3) The Board will not entertain any patron address regarding personnel matters.
4) The Board will not consider any items that are of an administrative nature or that that lie within the jurisdiction of the building Principals or central office staff
5) Student or parent complaints do not qualify as a board agenda items (in such cases parents are directed to the Board’s parental complaint policy).
6) Groups or organizations approved to address the Board should select a single spokesperson.
7) Patrons approved for an agenda item will be given a limited time in which to address the Board.
8) Speakers shall be advised that their comments must be limited to items that directly relate to the Okmulgee Public Schools and its Policies.

Approved speakers will be introduced by the President of the Board at the appropriate time and invited to address the Board regarding their agenda item. Profanity, threats of harm and physical assault are forbidden at school board meetings. Patrons who engage in such conduct will be required to leave the meeting.
EMPLOYEE COMMUNICATIONS
AND LEVELS OF AUTHORITY

The Board of Education directs the Superintendent to establish and maintain clear and
regular communication on the part of all personnel of the working relationships in the District.

Levels of direct authority will be approved by the Board and shown on District
organizational charts.

Personnel will refer matters requiring administrative action to the administrator to whom
they are responsible. That administrator will refer such matters to the next higher administrative
authority when necessary. Additionally, all personnel will keep the person to whom they are
immediately responsible informed of their activities by whatever means the person in charge
deems appropriate.

Levels of authority should not restrict in any way the cooperative, sensible working
together of all staff members at all levels in order to develop the best possible school programs
and services. The lines of authority establish directions of authority and responsibility, but the lines
also represent avenues for a two-way flow of ideas and communications to improve District
programs and operations.
LINE AND STAFF DIRECT EVALUATION
RESPONSIBILITY OF CERTIFIED PERSONNEL AND ADMINISTRATORS

A. The Board of Education will evaluate the Superintendent.

B. The Superintendent will evaluate:
1. Assistant Superintendent for Curriculum
2. Director of Transportation
3. Director of Athletics/Activities
4. Director of Operations/Special Services
5. Director of Food Services
6. Director of Finance/Federal Programs
7. Building Principals
8. Administrative assistants
9. All other administrative positions whether certified or non-certified

C. The Building Principals will evaluate:
1. Assistant Principals (who may be assigned teacher evaluative responsibility by the Principal)
2. Certified teachers (including coaches and P.E. teachers while they are performing as instructors and classroom teachers)
3. Speech pathologists
4. Counselors
5. School nurses
6. Media specialists

D. The Athletic Director will evaluate a coach who is serving in a special assignment as a coach or a P.E. instructor in a competitive or intramural position. The Athletic Director will not have any direct evaluative responsibilities of a coach or P.E. instructor while they are performing duties as an instructional classroom teacher.
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SECTION II

COMMUNITY RELATIONS
PRODUCTION OF PUBLIC RECORDS

District’s Philosophy

The District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The District strongly believes that informed citizens are vital to the successful functioning of the democratic government process, which this District desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the Okmulgee Public Schools, except those records designated as confidential in this Policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the District shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Oklahoma Open Records Act (“Act”), the District hereby designates the following records as confidential and not open for public inspection:

1. Records that can be kept confidential under federal or state law.

2. Personnel records that relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.

3. Personnel records when disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions and employment applications submitted by persons not hired, and transcripts from institutions of higher education.

4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the District as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.

8. Personal communications concerning individual students.

9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.

10. The home address of any person employed or formerly employed by the District.

11. The home telephone number of any person employed or formerly employed by the District, when disclosure would constitute a clearly unwarranted invasion of personal privacy.

12. Investigative evidence of a plan or scheme to commit an act of terrorism.

13. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability.

14. Records including details for deterrence or prevention of or protection from an act or threat of an act of terrorism.

15. Records including details for response or remediation after an act of terrorism.

16. Information technology of a public body or public official but only if the information specifically identifies:

   A. Design or functional schematics that demonstrate the relationship or connections between devices or systems;

   B. System configuration information;

   C. Security monitoring and response equipment placement and configuration;

   D. Specific location or placement of systems, components or devices;
E. System identification numbers, names, or connecting circuits;
F. Business continuity and disaster planning, or response plans; or
G. Investigative information directly related to security penetrations or denial of services.

17. Investigation evidence of an act of terrorism that has already been committed.

18. Records received, maintained or generated by the Oklahoma Office of Homeland Security which include confidential private business information or an individual's private records.


**Records Custodian**

The Board of Education hereby designates the following administrators and appropriate back-up personnel as the person(s) authorized to release non-confidential public records for inspection, copying or mechanical reproduction:

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<thead>
<tr>
<th>Personnel Information</th>
<th>Superintendent</th>
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<td>Assistant Superintendent</td>
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**Fees for Records and for Search for Records**

The following fees shall be charged for records reproduction and any compensable search for records:

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<tr>
<td>8 ½” x 11”</td>
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<tr>
<td>8 ½” x 14”</td>
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<td>11” x 17”</td>
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</tbody>
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When a request for public records would clearly cause excessive disruption of the District’s essential functions or is solely for commercial purpose the District will charge a reasonable fee in the amount of $12.00 per hour for secretarial time and $50.00 per hour for administrative time to recover the direct cost of document search.

The District does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the District shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request, the District may request a deposit, to be set by the records custodian, to be made at the time of the request.

**Request for Records**

Requests for public records shall be made to the attention of the Superintendent or the District’s Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The District shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested and the press of District business.
An individual requesting public records, pursuant to the Act, is requested to use the District’s Request Form to expedite the processing of the request.

All requests for information must be made between the hours of 8:00 a.m. and 4:00 p.m. Requests will not be considered when the offices are closed for school holidays.

Request for information, once having been received by the Board of Education, will be directed to the following individuals whose responsibility it will be to see that delivery of the information will be made in a reasonable amount of time:

Personnel Information  -  Superintendent
                        -  Assistant Superintendent

Student Information    -  Assistant Superintendent
                        -  Superintendent

Financial Information -  Assistant Superintendent
                        -  Superintendent

**Appeal of Denial of Records**

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Schools.
**DISTRIBUTION OF MATERIALS BY THE DISTRICT**

The District may distribute materials that are neither school-sponsored nor part of the normal school curriculum upon approval by the Superintendent or designee. The District’s distribution of such materials will be authorized if the material is determined to be of educational value to the students.

The District will not distribute political or commercial materials. Further, the District will not distribute material that interferes with the functioning of the educational process. This prohibition includes but is not limited to material that is:

1. **Obscene to Minors**, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.

2. **Libelous**, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

3. **Vulgar, Lewd or Indecent**, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.

4. **A Display or Promotion of Unlawful Products or Services**, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5. **Group Defamation**, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition. This includes racial and religious epithets, "slurs", insults and abuse.

6. **Disruptive of School Operations**, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
The Superintendent or designee may designate appropriate times, methods and location of distribution of materials by the District.
The Okmulgee Public Schools will:

- Strive to involve parents in the planning process for all educational programs, review and improvement;
- Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children;
- Provide upon request, information concerning adult literacy and parental training;
- Educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners;
- Coordinate and integrate parental involvement programs with other programs when appropriate;
- Work with community based organizations and businesses in parental involvement activities;
- Ensure that, if needed, information concerning school programs is available in the language used in the home;
- Attempt to arrange meetings at a variety of times to maximize opportunities for parents; and
- Periodically conduct, with the involvement of parents, evaluations of the effectiveness of parental involvement activities and use findings from the evaluations to design new strategies for parental involvement;
- Establish an Indian Policies and Procedures document designed to facilitate the involvement of the Indian/Tribal community in the Indian Education programs of the district, and to provide a failsafe mechanism to ensure access to policy input and updates;
- Establish Parent Committees for various Title programs, IDEA programs, school safety programs, and other miscellaneous school programs, membership in which shall be by appointment of the Superintendent under advisement of site principals;

Under no circumstances will the concept of Parental Involvement be misconstrued so as to justify behavior that is disruptive, interfering, or distracting to the administrative process, school business functions, or educational activities of the district.

All Volunteers, committee members, and/or function attendees are subject to directives of the school administration or sponsor in charge of the event.

Section II – Page 8
SCHOOL VISITATION

The Okmulgee Public Schools welcomes and encourages visits to our schools by parents and interested members of the public.

The District's first concern is to maintain the best teaching and learning environment possible and one that is safe and free from unnecessary outside distractions.

It is important that there be uniform rules governing visits to the schools and, in particular, visits in the classroom while class is in session. The following rules will apply in all schools:

1. Each school will maintain a guest book in the front office. All visitors are expected to sign in and out.

2. All visitors wishing to visit in a classroom while class is in session will make prior arrangements through the principal and teacher.

3. While in the classroom visitors will not interrupt the class in any way, nor speak to or disturb the children. If the visitor wishes to ask questions or confer with the teacher, he or she will request a conference through the office as the visitor leaves or later.

4. Parents bringing items such as lunches, books, clothing, money, etc., will leave them at the front desk for later delivery to the child. If the parent needs to speak directly with the child the child will be called to the front desk.

5. The principal shall have the authority to order any person out of the school buildings and off the school property when it appears that the person's presence is a threat to the peaceful conduct of school business and school classes. The principal shall immediately inform the Superintendent of any person removed from the school.

6. Trades people making regular deliveries to the school need not sign the guest book. However, in order to be permitted in the classroom they will follow these rules.

7. For purposes of this Policy school playground and buses are considered a part of the classroom.

8. Parents are discouraged from observing their child's classroom while their children are in attendance.

9. Parents or others who have been asked to assist a teacher with classroom activities are exempt from rules two and three.
Okmulgee Public Schools recognizes that parents have the right to discuss school problems with the appropriate staff person. It is hoped that the problem can be solved as quickly and as amicably as possible. It is also recognized that there should be an orderly and timely procedure for resolving a problem. Therefore the following procedures have been enacted. The Board of Education delegates authority for processing complaints to the administrative staff of the district. The elected Panel of Board Trustees will typically only hear cases which by law are reserved specifically for their impartial tribunal, such as employee terminations.

COMPLAINT PROCESS:

Complaints can be either formal or informal. Informal complaints are preferred, as there is no requirement to detail the situation in writing, and a resolution is usually reached much faster. For a formal complaint, the complainant will be required to document in writing his or her issue at hand using a form which is available from the building principal. For both scenarios, the process is exactly the same, except for use of the form. At any time during the process of pursuing an informal complaint, a parent may opt to convert the complaint into formal status by requesting and completing the necessary paperwork.

The goal of Okmulgee Public Schools is to provide a quality educational program for all students in an environment that is conducive to learning. This goal can best be achieved with parents, students and schools working together for the best interest of all students. If you have a concern or complaint, we welcome your constructive criticism. We would hope that any complaint will be resolved at the point of origin. If you have a problem, these are the next steps to follow:

Step 1  Teacher / Employee
The first step in resolving a concern, issue, or complaint is to address it with the classroom teacher or school-based staff member who is most closely and directly involved. We request that you contact the school and schedule an appointment with the classroom teacher or staff member. Through amicable dialogue and a cooperative agreement, resolution can usually be reached. We require all parents/guardians to take this first step.

Step 2  Counselor / Asst. Principal / Department Head
If the concern or complaint cannot be resolved with the first step, the parents/guardians should contact a school counselor, assistant principal, or affiliated department head. Once contact is made the school staff will confirm that the parents/guardians have attempted to resolve the concern with the classroom teacher or other school-based staff.
member. Usually, within five school days, the school staff will attempt to resolve this concern or complaint as quickly and satisfactorily as possible by involving the parents/guardians and all pertinent individuals. If necessary, staff from other departments or sites within the Okmulgee school system may be included in this process.

Step 3 Principal / Supervisor
If after these two steps, you feel that your case has not been adequately heard, you should contact the Building Principal or Supervisor at the appropriate site. The Principal or Supervisor will review your issue, verify that you have attempted a resolution via the first two steps, and attempt to reach an appropriate disposition on the matter. If necessary, staff from other departments or sites within the Okmulgee school system may be included in this process.

APPEAL TO THE BOARD OF EDUCATION:
In the event that you have exhausted all efforts of the complaint process and still feel that your complaint has not been properly heard, you may appeal your case to the Board of Education located at 316 E 8th Street, Okmulgee Oklahoma. This is a formal complaint procedure and requires documentation from the site level using a complaint form signed by the building principal.

 Appeals will not be considered by the Executive Administration of the Board of Education unless documented completely on the appropriate form. Complaints will not be accepted by the Board of Education without a signed complaint form from the building principal. Please note that the purpose of an appeal is that you legitimately feel that the issues of your case have not been fully heard. It is not designed as simply “another chance” to convince someone to empathize with your perspective. If your case has indeed been fully heard via the complaint process, it is unlikely that the appeals process will produce any different results for your issue.

However, as a safeguard measure to ensure equity for the students, parents, and patrons of the district, the Formal Appeals process has been established as follows:

Appeal 1 Administrative Assistant / Assistant Superintendent
The first step of the appeal process is to call the Board of Education at (918) 758-2000 and ask to speak to the administrative assistant or other appropriate hearing officer. The receptionist/operator can help direct you to the appropriate person. When connected, explain to the hearing officer your situation. He/she will need to confirm that you have appropriately sought resolution via all three levels of the complaint process. Ask to make an appointment. You will need to bring your written, formal complaint form with you. It must be signed by the building principal; otherwise the hearing officer will not be able to assist you. The hearing
officer will review all information provided, as well as contact the school administrators and other district staff or students, etcetera, to gather information. Usually within ten school days you will be contacted with a ruling on the matter by the Hearing Officer.

Appeal 2  
Assistant Superintendent / Deputy Superintendent
In the event that you are convinced that your issue has still not been duly heard, you may appeal your case to the Assistant Superintendent or Deputy Superintendent. In this situation the hearing officer will only hear your case if you are able to present viable evidence that your case has not been properly heard throughout the previous reviews. Otherwise the ruling of the first hearing officer shall be final. Appeals brought forward simply for the sake of “appealing to the next level” will not be considered. However, if there exists reason to suspect that your previous reviews were not fully appraised, your case will be considered again. The hearing officer will review all information provided, as well as contact the school administrators and other district staff or students, etcetera, to gather information. Usually within ten school days you will be contacted with a ruling on the matter by the Hearing Officer.

This ruling shall be final.
PUBLIC ANNOUNCEMENTS

All principals will consult with the Superintendent or Superintendent's designee prior to any public announcement concerning special day exercises, entertainment, exhibits and any other exercise under the auspices of the school in which the regular work of the school is set aside.
LOANING DISTRICT EQUIPMENT

Instructional and related items – Teachers will not loan the District’s instructional equipment or related items to any person, group or organization without the written consent of the building principal.

Maintenance and Custodial Items – Maintenance and custodial items will not be loaned without the written consent of the Director of Operations.
The Okmulgee Board of Education believes that the first priority in the use of its school facilities is the education of children in the District. Therefore, school facilities shall not be available for use by outside groups on occasions or during hours that have been scheduled in advance by the various school administrators for school exercises or functions in connection with regular school activities. The Board reserves the right to suspend or revoke any individual, organization or group's privilege to use school facilities at any time. Any group desiring to use school facilities must be a, or represented by, a resident or employee of the Okmulgee Public Schools.

The terms of this policy refer only to real property, district sites, and district buildings or facilities. This policy does not include directives regarding any district owned school buses, motorcoaches, or automobiles.

Categories

Groups will be classified into three categories for the purpose of determining rate structures and building usage.

A. Category I – organizations that are intended to support the school and/or students within the Okmulgee Public Schools such as:

1. Athletic and academic booster clubs, parent teacher organizations, band parents, etc. which are school-related;
2. Non-profit organizations that are youth oriented that provide a community service and involve Okmulgee students, such as Boy Scouts, Girl Scouts, Cub Scouts, Little League, 4-H, etc.;
3. School-organized student clubs sponsored by a school employee and sanctioned by the District's administration, such as math clubs, Spanish clubs, Lettermen's clubs, etc.;
4. Professional school personnel organizations, such as the OCTA, ESPO, POE, County Superintendents organization, etc.;
5. Any organizations sanctioned by the Board of Education that serves a similar community purpose.

B. Category II – civic organizations whose memberships are comprised to provide a community service or promote community involvement:

1. Chamber of Commerce, Main Street
2. Lions, Rotary, Kiwanis Clubs, Elks, Toast Masters
3. Okmulgee Service League
4. Okmulgee Retired Teachers' Association
5. Okmulgee City Council
6. Okmulgee Education Foundation  
7. Other organizations that could be classified in this category

C. Category III – organizations that are political, private, commercial, or religious in nature:

1. Churches or other religious groups  
2. Political action groups  
3. Groups that have a limited membership base or special interest  
4. Private functions such as weddings, receptions, birthday parties, etc.  
5. For-profit organizations of any kind

**Facility Usage Denied**

The following types of organizations may not use District property:

A. Any group, political, religious, or otherwise, that advocates or supports the violent overthrow of the Oklahoma and United States Constitutions.  
B. Any group that actively encourages or regularly takes part in any illegal activities.  
C. Any group whose activities may result in violence or damage to school property or whose activities may endanger life or limb.  
D. Any group whose activities are disruptive to the normal educational functions of the Okmulgee Public Schools.  
E. Any group or individual whose activities are for commercial advertising, private business, financial gain, or commercial purposes.  
F. Any group whose activities are in contravention of any other District policy.

**Operational Procedures and Fee Rate Structures**

A. Category I – In most instances, this category is exempt from any fee structure so long as a school employee or sponsor is present for the event.

If the group or organization will be utilizing any specialty facilities, such kitchens, cafeterias, stages, auditoriums, sport courts, etc, then a “Facilities Use Request” form may be required to prevent cross-scheduling. In such instances, fees or other costs may be incurred depending on the size of the event or other factors. Such costs may be levied in order to pay for a school employee to open the building and be present during the time the organization is in the building, or to pay for cafeteria staff, security staff, etc. The rate charge will be the employee's normal salary plus overtime if the organization does not have a school employee sponsor.

B. Category II – The use of all facilities in this category will be the same as those that are applicable to Category I with the following exceptions:

1. Organizations that request the use of facilities for more than two (2) events during the school year (July 1-June 30) may be assessed the fee for facility usage. An event is
defined as an activity that is singular in purpose, on a short term basis, and may require more than one night for practices and/or performances.

2. Labor costs may be charged whenever a school employee has to return to the job after duty hours, on weekends, or during holidays.

3. If not all of the proceeds are to be deposited into the school's activity accounts or a declaration of a direct quantitative school or student benefit is absent, then the Category II group may be charged a user fee according to the fee schedule contained in this Policy.

C. Category III

1. All usage of facilities will be charged in accordance with the rate schedule specified in this Policy.

2. All personnel costs will be paid by the organization or individual to the Okmulgee Public Schools at the rate of the District employee's normal hourly wage plus overtime. If the activity is conducted during an employee's normal duty hours, there will be a minimum fee of $12 per hour for each employee whose assistance is required by the organization using the facility. Should the meeting begin during normal duty hours and go beyond the employee's duty hours, the rate structure as outlined pertaining to this category will begin based on the normal quitting time of the employee.

General Requirements

1. No alcohol, low-point beer, drugs or tobacco shall be used in or around school buildings or on school property, including playing fields. Profane language, quarreling, fighting and gambling are prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

2. Juvenile organizations must have adult sponsorship and supervision.

3. In scheduling conflicts, school-related activities will take precedence over non-school use of facilities. The District reserves the right to reschedule or cancel the use of any or all facilities for another purpose should an emergency need arise for the school. Scheduling shall be subject to District maintenance and repair.

4. No use shall be permitted for any individuals or groups not granted permission to use the premises during their allotted time.

5. Any person applying for the use of school property on behalf of any society or organization shall be a member of such applicant group and must present written authorization from that applicant group that this individual is the organization's designated representative to make such application. A list of members of the group may be required to be submitted with the application.
6. No preparation or defacing of floors and/or walls at any time for any purpose shall be permitted. No preparation shall be used on the floors at any time by groups using the building for dancing.

7. Any removal or displacement of furniture or equipment will require special permission written on the application or the presence of the proper school employee. Persons or organizations using school premises that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage except under the direction of the District personnel in charge.

8. Any party wishing to use the school kitchens must have in attendance a District cafeteria employee. When cafeteria personnel are normally not on duty, any group using the kitchen facilities must pay for the employee's time as specified in this Policy.

9. Under no circumstances will any school supplies be used for anything other than school use. School food supplies can only be used for the school lunch program.

10. No food or drink will be allowed in the facilities without administrative approval.

11. All sound systems will be operated by District employees or by appointment only if a District employee is not available.

12. Any placement of advertising or announcement of fund raisers on walls, fences, buildings, scoreboards, etc. must have the advance approval of the District administration, Director of Athletics/Activities, or Director of Food Services, as appropriate.

13. If any facility is left uncleaned, the organization may be billed for the District's expenses in cleaning the facility.

14. All applications for use of Harmon Stadium, Brock Gym, Wilson Gym, Bateman Park, or other athletic facilities must be approved first by the Director of Athletics/Activities.

15. All applications for use of school cafeteria facilities must be approved first by the Director of Food Services.

16. Any applicant denied use of a facility in accordance with this Policy may appeal the decision through the proper channels of the Okmulgee Public Schools. All decisions of the Board of Education are final.
**User Responsibilities**

1. A statement of liability and property damage insurance may be required by the Board of Education in the amount designated by the Board. The Board may also require a certificate of insurance showing Independent School District Number One of Okmulgee County, Oklahoma, its employees and Board members as additional named insureds.

2. Any school equipment or facility damaged during a scheduled event will be charged to the group using the facility.

3. Refreshments may be served in the cafeteria areas only, unless authorized by special and prior arrangements.

4. The applicant receiving approval for the use of District facilities shall be responsible in case of loss or damage. The applicant must also sign a statement that he/she will be responsible for any damage to school property. Reasonable care will be used when using school property so as not to inflict damage.

5. Any group or individual opening the facility is responsible for all individuals who enter the facility during that time period.

6. All areas used (inside or outside) will be cleaned up after use. The party taking responsibility for using school property is responsible for seeing that it is cleaned. All equipment, props and sets cleared from the facilities shall be replaced immediately following usage. A cleaning deposit may be charged in advance of the scheduled activity.

7. Access to rooms or facilities, including playing fields, other than as approved by application, shall not be permitted.

8. Applications must be completed by an officer, leader, sponsor, or designated representative of the organization. A person making application must be of legal age as defined by Oklahoma Statutes.

9. A completed application will be presented in accordance with this Policy for approval by the Okmulgee Board of Education preceding the date of the requested event. Applications for school-based or site extracurricular programs may be approved by the Superintendent. All other group requests must be approved by the Okmulgee Board of Education.

10. Applications will be obtained at the site requested by the organization, with principal's signature of acknowledgment and approval on the application to be submitted to the Board of Education or Superintendent for approval.

11. Persons or groups utilizing school property will assume full responsibility for personal injury or death sustained by any person as a result of such use and for any property damage, waive all District liability for such injury or damage and agree to hold the District
harmless from any and all claim of whatever nature that may be brought against the District arising from the use of school property.

12. If a fee is required, it shall be made payable to Okmulgee Public Schools and paid in the Okmulgee Board of Education offices.

**User Fees**

**== Fee Schedule ==**

| Cleaning Deposit (required for all categories) | $150.00 one week in advance of scheduled activity Deposit is fully refundable once the facility has been checked by a member of the OPS Administration |
| Okmulgee High School Auditorium | $100.00 plus employee costs (custodian) |
| School dining areas or Elementary Cafeterias | $100.00 plus employee costs (custodian) |
| Cafeteria Kitchen Facilities | $150.00 plus employee costs (cafeteria worker AND custodian) |
| Okmulgee School gymnasiums | $200.00 for the first eight hours, $50.00 per hour thereafter plus employee costs (custodian) |
| Okmulgee Harmon Stadium | $200.00 plus an additional $100.00 IF STADIUM LIGHTS ARE USED, plus employee costs (custodian) |
| Bateman Park (Baseball/Softball) | $200.00 plus employee costs (custodian) |
| Okmulgee Classrooms | $100.00 plus employee costs (custodian) |

**ALL EVENTS REQUIRE ATHLETIC DIRECTOR, SCHOOLBOARD AND SUPERINTENDENT APPROVAL.**

**NON PROFIT EVENTS AT BROCK, HARMON AND BATEMAN WILL REQUIRE A $150 REFUNDABLE CLEANING DEPOSIT AND EMPLOYEE COSTS-ALL RENTAL FEES ARE WAIVED** (Events that do not charge admission and have no concession are considered Non-Profit.)

The Superintendent and School Board reserve the right to allow groups or organizations to use facilities at no cost.

**EMPLOYEE COSTS**

- Custodian/Supervising Employee-$10.00 per hour
- Cafeteria worker-subject to district pay schedule

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Adopted-December 4, 1978
Revised-November 10, 1998
Revised August 8, 2006
Revised June 29, 2017
The following rules and regulations shall govern the conduct of all persons on school property in the Okmulgee Public Schools:

1. **Prohibited Actions** – Public schools, as public institutions, must provide a safe environment for students, staff, parents and visitors. The following actions are specifically prohibited: willful physical injury to any person; willful damage to property; willful disruption of the orderly conduct of classes or any other school program or activity; willful interference with the lawful and authorized activities of members of the school community, such as students, staff, or parent organizations; entry upon school property for any purpose other than its authorized use; and the illegal or unauthorized possession on school property of controlled dangerous substances (drugs) or dangerous weapons as defined by law.

2. **Administrative Plans** – Principals of schools, as chief administrative officers of the schools they head, are responsible for the good order of the schools. Further, they are responsible for developing plans, programs and systems that provide for public order and the safety of students, staff, parents and visitors in their respective schools. Such plans shall include but need not be limited to the following: fire emergency and fire drills; tornado drills; bomb threat and school evacuation emergency; lock down drills; other public order emergency that may require the assistance of law enforcement or public safety agencies; accidents or incidents involving physical injury; the admission and regulation of visitors to the school building; peaceful demonstrations on school property; the use of school buildings or portions thereof during other than regular school hours by authorized individuals or groups; vehicle traffic on school property; access to special areas of potential danger on school property, such as heating plants and electrical facilities. Such plans shall be consistent with established laws, policies, rules and regulations and shall be submitted to the Board of Education for review when so directed.

3. **Penalties** – Any student, teacher or other staff member, visitor or other person who commits a criminal act while on school property is subject to arrest and prosecution or, in the case of minors, to appropriate proceedings in accordance with law. Persons who commit such acts or who violate District policies, rules and regulations or such supplemental rules and regulations as are lawfully promulgated by the Board or its designated representatives, also are subject to removal from the school or school property.
   
a. In the case of students, a principal may impose appropriate disciplinary penalties, including suspension out of school.

b. In the case of teachers and other staff members, violations may result in warning, reprimand, suspension, transfer, nonreemployment or dismissal in accordance with provisions of school law, policies, rules and regulations of the Board of Education and appropriate contracts.
c. In the case of visitors, guests and others, violations may result in the following:

1) In the event of interference with the orderly operation of school programs, the violator may be removed from school property. In serious cases involving interference with orderly administration of school or school-related activities, trespass, or loitering, violators are subject to removal, arrest and prosecution.

2) In the event of criminal activity, violators are subject to arrest and prosecution.

Nothing in these rules and regulations shall be construed to permit or authorize the restriction of freedom of speech, peaceful assembly or the rights and responsibilities of students, staff, parents, parent associations, or other citizens as guaranteed under law, policies, rules and regulations.
Students, parents and other District patrons shall be discouraged from the routine presentation of gifts to District employees.

When a student or parent feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This shall not be interpreted as to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as a violation of this Policy.

All gifts or donations not of a personal nature (example: books, magazines, materials or equipment) become the property of the District and cannot be removed.
GIFTS AND DONATIONS TO THE DISTRICT

The District, as a publicly supported institution, may accept gifts, grants, donations and title to property, but such acceptance shall in no case be considered an endorsement by the District of a product or business enterprise. Once a gift has been offered, the Board of Education shall consider whether to accept it. Once accepted by the Board of Education the gift becomes the permanent property of the District. Only the Superintendent shall receive the offer of any gift.
INTERFERENCE WITH THE PEACEFUL
CONDUCT OF SCHOOL DISTRICT ACTIVITIES

The Superintendent or anyone designated by the Superintendent or the Board of Education to maintain order in the District shall have the authority and power to direct any person to leave District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on District property;
2. Commits an act that interferes with the peaceful conduct of activities on District property; or
3. Enters District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on District property.

For purposes of this Policy, the term "interferes with the peaceful conduct" includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the District; or direct interference with administration, maintenance or security of property belonging to the District.

Any person to whom this Policy applies, who fails to leave District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

**Appeal Process**

After receiving a directive to leave District property under this Policy, the person issued the directive may request reconsideration by taking the following steps:
First Level of Appeal: The person may request review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave District property, the directive will be final and nonappealable. If the Superintendent issued the initial directive to leave District property, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal: The person may request review of the Superintendent's decision by letter to the Superintendent or the Clerk of the Board of Education. If no written request is received within five (5) calendar days of the person's receipt of the Superintendent's written notification of his or her decision, the Superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

The Superintendent or person who issues the directive to leave District property will give the person to whom the directive is issued a copy of this Policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave school property must remain off school property unless the Superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.
District’s board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;

2. Parents may request additional information from the administration regarding their child’s course of study and learning materials, including the source of any supplemental educational methods;

3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;

4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child’s participation in the sex education curricula to the administration;

5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;

6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school; and

7. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:

   a. the right to opt out of sex education curriculum if offered by the District;

   b. open enrollment rights;
c. the right to opt out of assignments as allowed by Title 25 O.S. Section 2003;
d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
h. the right to review test results;
i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
k. the right to receive a school report card;
l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
m. the right to public review of courses of study and textbooks;
n. the right to be excused from school attendance for religious reasons;
o. policies related to parental involvement pursuant to Title 25 O.S. Section 2003;
p. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District; and
q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student’s public school record.

Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the District
Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District’s Board of Education. The Board of Education will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board of Education shall formally consider the request at the next subsequent public meeting of the Board.
PROMOTION AND RETENTION OF STUDENTS
051215

The academic development of an individual student is of major importance in the total development of the student both socially and intellectually. Therefore, careful consideration will be given to the promotion or retention of any student.

Promotion of a student from one grade level to another will be based on several factors to include 1) scholastic achievement, 2) ability, 3) chronological age and 4) number of years retained in the present grade.

Process:

Retention of a student will be based on the following criteria and process:

1. Notification to parent of student who is not progressing satisfactorily.
   A. Progress report on 5th week of first nine weeks
   B. Parent conference/report cards first nine weeks
   C. Progress report on 5th week of second nine weeks
   D. Report cards first semester
   E. Progress report 5th week of third nine weeks
   F. Parent conference/report cards third nine weeks
   G. Final progress report on 5th week of fourth nine weeks
   H. End of year report cards second semester

2. Criteria for retention as specified in paragraphs below.

3. Building level committee decision to determine students can be retained.
   A. Letter of notification concerning committee meetings: dates, times and place.
   B. Committee made up of minimum of two (2) teachers, one (1) counselor and other personnel with pertinent information concerning the student.
   C. The decision to retain a student will be made to the building administrator by the educational committee.
   D. Official notification to parent via certified mail to inform parent of committee decision and place copy in student's file.
4. Parent Appeal Process

A. Parent must notify building administrator in writing of parent's desire to appeal the site education committee's recommendation for retention within ten (10) business days of the site education committee's decision.

B. Building Principal will review the parent appeal and provide a written decision to the parent within ten (10) business days.

C. If the parent is not satisfied with the decision of the building administrator, the parent must notify the Superintendent, in writing, within five (5) business days of his or her intent to appeal to the Board of Education. The decision of the Board will be **FINAL** and non-appealable.

**ADDITIONAL REQUIREMENTS**

**Oklahoma School of Science & Math:**

a. Weighted – 5.0 Scale

b. One Class = 1 credit; 2 classes = 2 credits each semester for a total of 4 credits each year and upon successful completion of both courses. If student withdraws at end of semester, .5 credits will be given for each course.

c. Will fulfill OHS requirements

**OSU Okmulgee (Concurrent):**

See Board Policy on “Credit for Advanced Courses - Concurrent College Enrollment”

**Green Country Tech:**

a. 8 a.m. to 11 a.m. or 12:30 p.m. to 3:30 p.m. students will receive 2 credits per semester (4 credits/year)

b. Math credit - .5 per semester with 1.5 Career Tech credits for a total of 2.0 credits per semester and recorded on transcript

**Miscellaneous:**

a. No Semester Test exemptions

b. Students cannot enroll in more than 2 (same subject) classes. Ex: English I & English II only; cannot take English III same year.

c. Summer School required for students failing Math and/or English
CRITERIA FOR RETENTION

High School Level: High School students will be classified based upon the credits successfully completed.

The minimum number of credits necessary for grade classification is:

- 0-5 Freshman Status
- 6-12 Sophomore Status
- 13-18 Junior Status
- 19-24 Senior Status
- 25- Graduate

Classification will be based on the credits earned by the end of the second semester each year.

Middle School Level: Students must pass four of six courses (4 of 6) during a six period day or five of seven courses (5 of 7) during a seven period day to be promoted to the next grade level.

Students who fail Math and/or Reading during either semester must satisfactorily complete four weeks of summer school to be promoted to the next grade level.

Elementary/Primary Level (other than 3rd Grade): Ongoing assessments, state mandated tests, daily work, maturity level, parent request, teacher recommendation, attendance and grades.

Third Grade: Oklahoma’s current law requires that third grade students who score at the unsatisfactory level on the reading portion of the third grade criterion-reference test shall not be promoted to the fourth grade, unless they meet exemptions set forth in this policy under section II.

Grade 3; PART I –

The parent of any student who is found to have a reading deficiency and is not reading at the appropriate grade level beginning with the first grade class of 2011-2012 and has been provided a program of reading instruction shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading.
2. A description of the current services that are provided to the student.
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency.

4. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause as set forth in Section II of this policy.

5. Strategies for parents to use in helping their child succeed in reading proficiency.

6. While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available.

7. The specific criteria and policies of the school district for mid-year promotion.

**Grade 3; PART II**

For those students who do not meet the academic requirements for promotion at the end of the third grade school year, Okmulgee Public Schools may promote the student for good cause only. Good cause exemptions for promotion shall be limited to the following:

1. Limited English proficient students who have had less than two (2) years of instruction in an English language learner program.

2. Students with disabilities whose individual education plan (IEP), consistent with state law, indicates that participation in the statewide criterion-referenced tests is not appropriate.

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.

4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level.

5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan (IEP) that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, and second grade, or third grade.

6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years, but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two (2) years. A student who is promoted as provided for in this paragraph shall be provided intensive reading instruction during an
altered instructional day that includes specialized diagnostic information and specific reading strategies for each student. The school district shall assist schools and teachers to implement reading strategies for the promoted students that research has shown to be successful in improving reading among low-performing readers.

7. In addition to the good cause exemptions, requests to exempt students from the academic requirements for promotion to the next grade shall only be made upon documentation submitted from the teacher of the student to the school principal that indicates that the promotion of the student is appropriate and is based upon the record of the student.

Grade 3; PART III –

Beginning with the 2011-2012 school year, Okmulgee Public Schools shall:

1. Conduct a review of the program of reading instruction for all students who score at the unsatisfactory level on the reading portion of the criterion-referenced test and did not meet the criteria for one of the good-cause exemptions as set forth in Section II of this policy. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency. The school district shall require a student portfolio to be completed for each retained student.

2. Provide to students who have been retained with intensive interventions in reading, intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-based-reading research instruction. Retained students shall be provided other strategies prescribed by the school district, which may include, but are not limited to:
   a. Small group instruction,
   b. Reduced teacher-student ratios,
   c. More frequent progress monitoring,
   d. Tutoring or mentoring,
   e. Transition classes containing third and fourth grade students,
   f. Extended school day, week, or year, and
   g. Summer school

3. Provide written notification to the parent or guardian of any student who is to be retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption. The notification shall include a description of proposed interventions and intensive instructional
supports that will be provided to the student to remediate the identified areas of reading deficiency;

4. Provide parents of retained students the district’s policy on mid-year promotion in section IV of this policy.

5. Provide students who are retained with high-performing teacher who can address the needs of the student, based on student performance data and above satisfactory performance appraisals.

6. Provide students who are retained with at least one of the following instructional options:
   a. supplemental tutoring in scientific based reading research services in addition to the regular reading block, including tutoring before or after school,
   b. a parent-guided “Read at Home” assistance plan, as developed by the State Department of Education, the purpose of which is to encourage regular parent-guided home reading
   c. a mentor or tutor with specialized reading training.

Grade 3; PART IV –

Mid-year Promotion-- Any third grade student who scores unsatisfactory on the Oklahoma state reading test administered in the spring may receive a probationary promotion to fourth grade if the Student Reading Proficiency Team unanimously recommends promotion.

In accordance with Oklahoma law, to be eligible for a mid-year promotion prior to November 1, a student must demonstrate mastery of reading skills consistent with the month of promotion to fourth grade as presented in the scope and sequence of the district’s core reading program. Evidence of demonstrated mastery is as follows:

- Successful completion of portfolio elements that meet state criteria, or
- Satisfactory performance on a locally selected standardized reading assessment.

Portfolio-- To promote a student mid-year using a student portfolio, there must be evidence of the student’s mastery of third grade Oklahoma State Standard Benchmarks for Language Arts and beginning mastery of the benchmarks for fourth grade. The student portfolio must meet the following requirements:

• Be selected by the student’s reading teacher;
• Be an accurate picture of the student’s ability and include only student work that has been independently produced in the classroom;

• Include evidence of mastery of the benchmarks assessed by the third-grade Oklahoma Core Curriculum Tests (OCCT) Reading assessment;

• Include evidence of beginning mastery of fourth-grade benchmarks that are assessed by the fourth-grade Reading OCCT;

• Include multiple choice items and passages that are approximately 50 percent literary text and 50 percent expository text, and that are between 200-600 words with an average of 350 words. Such evidence could include chapter or unit tests from the district’s adopted core reading curriculum that are aligned with the Oklahoma Academic Standards or teacher-prepared assessments. For each benchmark, there must be three examples of mastery as demonstrated by a grade of 70 percent or better; and

• Be signed by the reading teacher and the principal as an accurate assessment of the required reading skills.

**Standardized Reading Assessment**-- To promote a student mid-year using one of the State Board of Education-approved standardized assessments, there must be evidence that the student scored at or above grade level in reading comprehension, as demonstrated by standard scores or percentiles, consistent with the month of promotion to fourth grade. Additional district requirements for any mid-year promotion criteria must be specified in the district’s Academic Progress Plan.
PROGRESS REPORTS

Progress reports will be sent four weeks before the end of the nine weeks period or whenever persuasive evidence of the student's possible failure is present. The teacher shall seek to confer with parents when the student is failing and an appointment with the parents can be scheduled.

The signature of the parent or guardian is required on the progress report. The progress report is made in triplicate with the following distribution:

1. The original copy to the student
2. One copy to the student's counselor
3. One copy retained by the teacher

Students will have three days to have progress reports signed. If in three days, the progress report is not returned, the teacher will attempt to contact the parent or guardian by phone. If they cannot be reached by phone a duplicate progress report will be mailed to the parent.

Grades shall be averaged at the close of each nine (9) week period and justified on the basis of the performance of each student. The student should have the privilege of seeing his or her grade at a reasonable time.
HOMEBOUND INSTRUCTION

When a child is out of school and in the opinion of the principal will be out for a minimum of two (2) weeks, the principal shall call the Superintendent or designee to report the possible need for homebound instruction. With parent consent, the family doctor will be contacted and permission secured in writing before homebound instruction can begin. The homebound instructor shall make contacts with the family and shall arrange to begin instruction. This shall be followed by a visit of the homebound instructor to the school to secure information about the child and materials for instruction. The instructor shall send evaluations of the child's work to the principal at the end of each grade period. The principal shall decide how much importance should be given to the homebound instruction period for the teacher's grade reports.

High school students may, in the judgment of the Superintendent or designee, be offered homebound instruction on an hourly basis given by high school teachers. This may be authorized when the subject being studied is beyond the training of the regular homebound teacher. In some cases where the subject is not within the training of the homebound teacher and the high school teacher is not readily available for this service, correspondence or internet courses may be secured.

When, in the opinion of the Superintendent or designee, the homebound student is not observing the requirement of actually being restricted to the home, he or she shall terminate homebound instruction and require the child to return to school.

Homebound services customarily require three (3) hours per week in three (3) one-hour (1) periods. Adjustments may be made depending on the situation.
HIV/AIDS PREVENTION EDUCATION

General

1. The instructional program is to provide information about the disease, methods of transmission and prevention that is appropriate for the specified grade levels.

2. Students will be placed in the smallest feasible groups.

3. Any parent or guardian may review the curriculum and materials upon request. Parents and guardians will be given the opportunity to have their student(s) exempt from participation in the HIV/AIDS education classes. Notification of upcoming HIV/AIDS education within the District will be given to parents and guardians at least one (1) month prior to instruction, according to state law.

4. Approved age-appropriate HIV/AIDS curriculum shall be taught at least once during the period from grade 7 through grade 9 and at least once during the period from grade 10 through grade 12. The District may also, at its option, teach an approved age-appropriate HIV/AIDS curriculum during the period from grade 5 through grade 6.

5. Films and materials developed for use in these classes shall be approved for medical accuracy by the State Department of Health and for educational appropriateness by the State Department of Education.

6. HIV/AIDS education shall be taught by the school nurse and/or other certified, trained and qualified personnel at the District's discretion.

7. Employees of the District shall receive HIV/AIDS education through written and oral communication, inservices and staff development courses.

8. This Policy will be reviewed periodically and changed as necessary to keep up with the most current information available on HIV/AIDS.
EDUCATIONAL FIELD TRIPS

Educational field trips refer to visits to an area industry, factory, shop or plant, courthouse, museum, theater, lecture, or symposium, or farm, ranch, rock quarry, creek, river, park, etc., by a group of students pursuing academic or vocational study in a stated subject matter area for the purpose of enriching their appreciation of, or acquiring additional knowledge in this particular subject. It does not refer to recreational outings or excursions, interscholastic contests or extracurricular activities where students perform or compete.

In arranging field trips the following guidelines, regulations and procedures will be followed:

Guidelines

1. The trip must satisfy the criteria outlined in Board Policy relating to educational field trips.

2. No more than one (1) class or grade will be approved for a field trip from the same school on any given day.

3. Groups so large that they require more than three (3) school buses will not be approved without special permission from the Assistant Superintendent.

4. Adequate teacher and parental supervision must be provided.

5. Being away from school does not create an undue hardship either on the students involved, other classes, or other teachers in the building.

6. Field trips may not be scheduled on days designated as nine-week or semester test days.

7. Teachers are encouraged to limit field trips to a radius of no more than 50 miles. Trips of more than 50 miles one way must have approval of the Superintendent. Out-of-state field trips must have Board approval.

8. Only one out-of-town field trip may be approved for the same teacher and students during one school term.
General Regulations

1. Written permission of each student's parent or guardian is required for the participation of students in all field trips that extend beyond the boundaries of the District or require transportation.

2. Students in attendance who have not received parental authorization will remain in school in a class assigned by the principal.

3. Appropriate educational experience and proper supervision shall be required for any students whose parents do not wish them to participate in a field trip.

4. Students on field trips shall obey all policies, rules and regulations that apply to students on regular school bus routes.

5. No student will be denied going on an educational field trip planned for his or her class because of academic deficiencies. He or she may, however, be denied the privilege of going due to behavioral or other disciplinary reasons.

6. Students going on field trips will be counted as present and permitted to make up any regular school work that has been missed. They should not be placed at a disadvantage because of participation in a trip planned by the school.

7. Student safety shall be of primary consideration during field trips.

8. Transportation expenses will be assumed by the school the students attend. The expenses may be paid with student activity funds or charged against the school's allocation for instructional purposes. Field trips during the school day shall be free of any cost to students.

9. Transportation for field trips shall be restricted to school vehicles, those of a commercial carrier or private vehicles specifically authorized by the principal.

10. Adequate travel time must be allowed for the field trip. Except in prearranged instances, the driver must return in time to make his or her regularly scheduled bus routes.

11. Children of pre-school age may not accompany parents when the parents serve as chaperones on a field trip.

Procedures for Requesting Approval

1. Teachers desiring to take students on a field trip will make a request, in writing, at least two (2) weeks prior to the trip.

2. The request will first be filed with the Department Chairperson. If approval is granted, the Department Chairperson will initial the request and transmit it to the building principal.
Where there is no Department Chairperson, the request will be filed with the building principal.

3. The principal is authorized to approve or disapprove all requests based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision and building budget limitations. The principal will also ascertain that all reasonable precautions to provide for the health, safety and welfare of all the individuals concerned have been met.

4. A teacher's request for field trip approval will be answered in writing within three (3) days after it is received by the principal. If the answer is negative, the reasons for non-approval should be given.

5. The principal shall notify the Superintendent's office of pending field trips by attaching a copy of the teacher's request to his or her requisition for school bus transportation for the trip.

6. The principal should apply for bus transportation at least one (1) week prior to the pending trip.

7. The Director of Transportation shall approve or deny the request for transportation and notify the building principal (in writing) of his or her decision within three (3) days. Approval of requests for transportation will be based upon the availability of school buses and drivers.

8. No more than five (5) buses will be permitted to be out of the city on any given day without special approval of the Superintendent.

9. At no time should a teacher or sponsor use privately owned automobiles for transporting students to or from a field trip or other school related activity without prior authorization from the Superintendent or designee.

**Teacher's Responsibility**

1. The teacher is responsible for determining which field trips are beneficial and have educational value for the students.

2. The teacher is responsible for submitting a general plan to the principal for review and approval. The plan will include pre-trip orientation and follow-up activities.

3. Upon approval of the trip, the teacher is responsible for obtaining signed parent permission and pupil agreement slips. Notification to parents of elementary students should include the following information: Purpose and destination of trip; transportation arrangements; and date and time of departure and estimated time of return.
4. The teacher is responsible for providing all parents additional information such as: chaperone arrangements, overnight accommodations and a detailed itinerary when a field trip will extend beyond the school day.

5. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.

6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.

7. The teacher should urge children to keep the bus clean and not to deposit debris during the field trip.

8. The teacher is responsible for having an accurate written list of names of all persons to be transported, one (1) copy of which will be filed with the building principal.

9. The teacher is responsible for deportment and discipline of the students for the duration of the trip.

10. The teacher is responsible for notifying the school principal before returning if a student is missing.

11. The teacher is responsible for complying with the time schedule shown on the request form.

12. The teacher will arrange for adequate teacher and parental supervision.

13. Within three (3) days of the conclusion of the trip, the teacher will file an evaluation form with the department chairperson and the building principal (form to be provided).
 Requests to use a school bus, personal car or other school vehicle to transport students in the Okmulgee Public Schools to school-approved activities must be submitted and approved 14 days in advance of the date of the activity.

The following procedure shall be followed in submitting requests for activity trips in order to process the requests in a quick and efficient manner:

1. A "Transportation Request" form shall be submitted for consideration 14 days in advance of a planned activity trip to the office of the Assistant Superintendent.
2. Any request for an exception to the 14-day advance notice requirement will be made by the principal directly to the Assistant Superintendent.
3. When an activity trip is approved, copies of the "Transportation Request" form will be returned to the building principal, the bookkeeping department and the transportation department.
4. The portion of the "Transportation Request" form that contains billing information will be filled out by the Transportation Department upon completion of the activity trip. The form will then be forwarded to the Business Office where charges will be properly coded and budget appropriations will be reduced by the specified amount. The exact budget code or activity fund will be noted on the request. If the charges are to be paid from an activity fund, the school will be billed.

Requests to use a school bus, personal or other school vehicle to transport students in the Okmulgee Public Schools to non-school related activities will not be considered.

Travel by activity groups is normally limited to in-state performances and competitions. Requests for out-of-state activity trips will be considered only by the Board of Education, and each trip requires specific authorization by the Board of Education. Requests will be considered only on an individual basis.

Out-of-state activity trips are discouraged and rarely will be approved.

In the event an out-of-state trip is authorized for an activity group, the following guidelines will be observed if at all possible:
1. Transportation will be by approved commercial vehicles (bus, train or air).
2. Bids on transportation contracts must be coordinated through the Assistant Superintendent's office, and ratified by the Board of Education.
3. All costs for the trip must be paid by the activity group, with proper accounting through the school activity fund.
4. Parental authorization forms and appropriate release forms will be on file with the building principal.
5. Fundraising projects related to the trip will be approved in advance by the principal and/or Board of Education.
6. Absence from classroom time will be severely limited. Trips requiring an absence of more than two days' classroom time will not be approved.
7. Travel, meals and lodging expenses of the activity group sponsor may be paid from the appropriate activity group account within the student Activity Fund.

Prior to initiating any request for approval of an out-of-state activity trip, the activity sponsor, building principal and Assistant Superintendent will meet to discuss the proposal and its merits.

All trips that require an overnight stay will be approved by the Superintendent or designee.

In the event an overnight trip is authorized, the following guidelines will be observed:

1. All costs for overnight trips will be paid by the activity group.
2. Parental authorization forms and appropriate release forms will be on file with the building principal.
3. Parents will be notified before the trip as to place of lodging, time, etc.
4. Trips involving girls and boys will require both a female and a male chaperone.

Students participating in school activities that require out-of-town travel are expected to present an appearance, both in groups and individually, that will enhance the reputation of the Okmulgee Public Schools. This will require close attention to the physical appearance and actions of students, with particular attention given to wearing apparel.

Sponsors of all activity groups, particularly those in secondary schools, will advise all students of the proper clothing to be worn for all activity trips. Students who do not adhere to the dress regulations will not be permitted to represent the school system.
Students who are members of an organization that has a prescribed uniform will wear the complete uniform whenever the uniform is specified for a trip. Coats and ties, or similar parts of the uniforms, may be removed during travel time. When no uniform is prescribed for travel time, students will wear clothes that would be acceptable for classroom wear during a regular school day.

It is not anticipated that a change of clothing will be necessary for students during a standard activity trip.

Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the legal guardian of the student.
STUDENT ACTIVITIES PROGRAM DISCIPLINARY REVIEW COMMITTEE

Disciplinary action against a student which affects a student’s participation in a student extracurricular activities program shall be the responsibility of the activity sponsor and building principal or principal's designee.

The right of appeal to the Board of Education in cases involving student suspension does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation in an extracurricular activities program.

Authorization is given for a Student Activities Program Disciplinary Review Committee to be established in each secondary school to serve as a review panel for disciplinary action affecting a student's participation in extracurricular activities program.

The Committee shall consist of from three to five staff members, appointed annually by the building principal. A student or his or her parent or guardian may seek review of that portion of an assigned disciplinary action affecting a student’s participation in an extracurricular activities program by submitting a request for review in writing to the student’s building principal within five (5) calendar days after having been notified of the action affecting extracurricular participation. The Committee shall meet and hear the respective positions of the student and the principal and shall make a recommendation, in writing, to the principal. After due consideration of the Committee's recommendation, the building principal shall either affirm, modify or rescind the suspension or other disciplinary action against the student with regard to the student’s extracurricular activities participation.

The procedures to be utilized by the Student Activities Program Review Committee under this Policy and the method of selecting the Committee members shall be developed by the building principal and reduced to writing.
The final decision with regard to disciplinary action against a student which affects a student's participation in a student extracurricular activities program shall be forwarded by the building principal to the Superintendent of Schools for informational purposes only and not for action.
**INTERNET SAFETY POLICY**

**101016**

**Introduction**

It is the policy of Okmulgee Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**

Key terms are as defined in the Children’s Internet Protection Act.∗

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. This filtering will be provided for all Internet-enabled computers used by students, patrons, and staff.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Okmulgee Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other
unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Okmulgee Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21\textsuperscript{st} Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the school Superintendent or his/her designated representative.

The Superintendent shall direct that age appropriate training is provided for students who use the Okmulgee Public Schools Internet facilities. The training provided will be designed to promote the District’s commitment to:

a. The standards and acceptable use of Internet services as set forth in this Internet Safety Policy;

b. Student safety with regard to:
   i. safety on the Internet;
   ii. safety and security when using electronic mail, and other forms of direct electronic communications (including instant messaging);
   iii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
   iv. cyberbullying awareness and response.

c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

**Adoption**

This Internet Safety Policy was adopted by the Board of Okmulgee Public Schools at a public meeting, following normal public notice, on October 10, 2016.
* CIPA definitions of terms:

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.
INTERNET ACCEPTABLE USE
101016

The District’s Acceptable Use Policy (“AUP”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). As used in this policy, “user” includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the “network.”). Only current students or employees are authorized to use the network.

The terms “technology resources,” “networks” or “computers” used in the District Policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District’s rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which it was intended. Users are required to follow the guidelines outlined in this Policy and the Student Handbook.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the OPS Computer Network or the Internet

Schools must verify each year students and employees using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parent or guardian sign this page and schools must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District’s network due to violation of this policy, or is no longer an OPS student or employee. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult the IT Department or other appropriate District personnel.
Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District, in its sole discretion, determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as:** Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Accessing restricted web sites through proxy servers;**
- **Causing harm to others or damage to their property, such as:**
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
  6. Usage of internet radio stations, non-educational multi-media streaming, remotes access sites, non-educational Internet games, proxy sites, Internet shopping that is not school-related and the like are strictly prohibited.

- **Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:**
  1. Using another’s account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone’s password to others or allowing them to use another’s account(s).

- **Using the network or Internet for Commercial purposes:**
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
**Student Internet Safety**

1. It is all staff members’ responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. **It is also the responsibility of all staff members to monitor students’ online activity for appropriate behavior.**

2. Students under the age of eighteen should only access OPS Internet accounts outside of school if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s use;

3. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;

4. Students shall not meet in person anyone they have met only on the Internet; and

5. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

**Penalties for Improper Use**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.
— AGREEMENT TO TERMS —

“I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Okmulgee Public School District."

__________________________________________  ________________________________
Date                                           School Site

__________________________________________  ________________________________
Student or Employee Name                       Student or Employee Signature

__________________________________________  ________________________________
Parent/Legal Guardian Name                     Parent/Legal Guardian Signature

Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.
LIBRARY MEDIA CENTER SELECTION

The mission of Okmulgee Public Schools’ Library Media Program is to support the curriculum and provide for enlarged study; to provide the best and most appropriate materials available; to provide materials which will encourage and develop critical thinking, a confidence in American Institutions, and an appreciation of American ideals and values gained from reading the best in books.

In keeping with these basic precepts, the District's Media Centers will adhere to the following policies of materials selection:

1. Realizing that the student body encompasses a wide range of educational and social backgrounds and an even wider range of potential futures, it shall be the aim of the media center to provide for the demands and potential demands of each student, however varied the need. Its aim shall be the right material, in the right media, for the right student, at the right time.

2. The responsibility for selection shall reside with the media specialist, with the aid of teachers in the discipline under consideration, and full approval of the administration and Board of Education.

3. Works shall be selected which can be used to advantage – for knowledge and information, for power and inspiration, for amusement and recreation.

4. Selection shall be based upon these criteria:

   A. Potential usefulness; nothing is gained by the purchase of a work which is not used; however, this is not to eliminate those works which will be useful to only a few.

   B. The qualifications of an author to write the work in hand; regardless of race, creed, political affiliation or former evidences of inadequacies.

   C. The scope of the work; the degree to which it covers its topic by the material already available in the library.

   D. The treatment of the material; ear readable style, good diction and photography in good taste, either unbiased presentation or point of view for consideration, and a degree of vitality.
E. Physical format; typography, paper, photography, sound reproduction and binding or packaging suitable for students.

F. Currency; works dealing with factual information (or fictional treatment of factual information) shall be of the most modern approach available.

G. The literary merit of all works shall be considered, but printed fiction especially shall be judged for plot and structure, effectiveness of dialogue, clarity of style, authenticity of setting and characterization, integrity, and vitality of dramatic interest.

5. All materials shall be subjected to these criteria through the aid of reviews in reputable book or media selection tools and reputable tools available for the selection of non-print materials.

6. Works covering controversial subjects shall be selected on a positive and impartial basis for accuracy, integrity and authority; the fullest possible selection shall be provided, including all points of view, even the unorthodox and unpopular.

7. Criticisms of materials selected or materials section policies of the Okmulgee Public Schools shall be factually and impartially reviewed by a committee composed of the media specialist, the administrator, at least one Board member and one teacher in the subject field covered by the work in question. Any complaint shall be made in writing, including specific references to the passages in question. The complaint will include the complainant's statement about the value of the work as a whole. Each complaint will be signed; unsigned complaints will be disregarded. Ample time should be allowed for the committee to review the work before reply is made.

8. All gifts tendered to the media center shall be subject to the same criteria and treatment as those purchased by the media center.

9. The District's Media Centers shall strive to collect and maintain all material pertaining to the history of Okmulgee, Oklahoma without deference to quality.

10. Systematic removal of works adjudged no longer useful (on the basis of the criteria stated) shall be accomplished during each annual inventory.

11. This statement of selection policy shall be reviewed and amended as necessary, each two years at the beginning of the calendar year.

12. It is the responsibility of parents, teachers and media specialists to prepare the young to meet the diversity of experiences of life and to help them to learn to think critically. To these ends, the media center shall strive to supply not only their
demands, but the freedom to read, look and listen, from as complete a collection as possible of the best that has been thought and said by man.
ADVANCED PLACEMENT CLASSES AT OKMULGEE HIGH SCHOOL

Enrollment in Advanced Placement (A.P.) will be based on:

A. Iowa, PSAT, or ACT test scores;
B. Previous teacher recommendations and grades;
C. Parent recommendations; and
D. Student applications.

Each A.P. section will be limited to an enrollment of 20 per section, with additional members to be carefully advised. Additional sections will be added as enrollment numbers require.

There will not be any move-in/transfers without prior approval of the A.P. teacher and principal. Those students wishing to transfer into A.P. after the school year has begun must go through a screening session with the teacher and principal.

Because of unforeseen circumstances, A.P. students can be removed from their A.P. class upon a request from the teacher, student or parent.

Students will be restricted to enrollment in two A.P. classes during any school year, with permission to take more than two A.P. classes possible only after a conference with parents, counselor and principal.

A conference will be held by the building administrator, counselor, A.P. teachers, parents/guardians and students within the first week of the school year. The above mentioned group will also conduct a meeting with future A.P. classes during the spring.

All students enrolled in A.P. classes will be highly encouraged to take the A.P. test.

All A.P. classes will operate on the five point G.P.A. scale.

All classes in the Okmulgee Schools of Science and Math will operate on the five point G.P.A. scale.
EXTENDED SCHOOL YEAR SERVICES

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the District’s normal school year in accordance with the child’s IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). It is the District's intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child’s categorical disability. The IEP team will consider each child's ESY need at the child’s annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

The purpose of ESY services is to ensure that each child receives meaningful educational benefit. To determine whether a child needs ESY services, the IEP team will consider the following factors as relevant to the child:

- The child's degree of impairment;
- The child's actual/predicted degree of regression;
- The child's actual/predicted time necessary for recoupment of skills;
  - ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recovery of such skill loss following the break in programming is unlikely or would require an unusually long period of time to recoup skills obtained.
- The ability of the child's parents to provide educational structure at home;
  - After affirming a parent's capacity to maintain a child's skills during the summer, an IEP team may determine that an
appropriate ESY program consists totally or partially of such intervention. Even where a serious regression/recoupment problem has previously been documented, if the IEP team determines that parents are capable of maintaining a child’s skills over the summer months or beyond the normal school year, the District may not be required to provide additional services.

- The child's rate of progress;
- The child's behavioral problems;
- The child's physical problems;
- The availability of alternative resources;
- The ability of the child to interact with nondisabled children;
- The area(s) of the child's curriculum that require continuous attention;
- The child's vocational needs;
- The least restrictive environment for services; and
- Other relevant factors as determined by the IEP team.

  - In making the determination, the IEP team will collect, review and analyze existing information and pertinent data, including, but not limited to, the child’s impairment, educational history and present levels of academic achievement and functional educational performance, which could include the following:
    - Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
    - Functional assessments used in natural environments (home, community, work and school);
    - An analysis of data collected on a regular basis;
    - Evaluations of those areas involving related services;
    - Parent, student and/or service provider information;
    - Interviews with teachers and parents on the success or potential success of ESY services; and
• An applied behavior analysis to directly assess students’ performance of IEP objectives across time.

To document the decision concerning a child’s need for ESY, the IEP team will use OSDE Form 16, Consideration for Extended School Year Services.

If the IEP team determines that the child needs ESY services, it will complete appropriate documentation, such as the IEP/Review, to reflect the child’s ESY program and placement. The IEP team will identify which goal(s) and objectives/benchmarks, if any, will be addressed by the child’s ESY services. The IEP team will not unilaterally limit the type, amount or duration of ESY services, but will instead determine those services on an individual basis in accordance with state and federal law and regulations and this policy.

Parents or guardians may request a hearing under the IDEA to challenge the provision of a free appropriate public education for a child with a disability, or the child’s identification, evaluation or educational placement.
Students may progress in their educational endeavors by subject, course, and/or grade level based on mastery of the Oklahoma Learner Outcomes, not on time spent in classes, completion of assignments, or prerequisites. The student who can successfully be moved ahead under Proficiency guidelines can demonstrate content knowledge, skills, and application of learning in the core areas regardless of time spent in the classroom. Parental involvement is integral in the Proficiency-Based/Promotion process as is consideration of the student’s social, emotional, physical, and intellectual needs. Proficiency-Based/Promotion is intended to serve those unique students enrolled in Okmulgee Schools whose needs cannot be met by following a traditional timetable and sequence but require promotion beyond current placement.

ELEMENARTY/MIDDLE SCHOOL GRADES 2 THROUGH 8

Students who request Proficiency-Based/Promotion will complete an application process and take the Oklahoma version of Riverside’s Proficiency Test for Promotion to measure the priority skills and knowledge relevant to each grade for which promotion is desired. Students in grades 2 through 8 must score 90% or higher on three of the core content areas: Language arts, Reading, Mathematics, Science, and Social Studies, and the building principal must recommend the student for promotion. Credit will be noted as an “A” on the student’s official school records. No record of unsuccessful attempts will be maintained in the student’s permanent school records. If a student is determined by the building principal to have not met the requirements on Proficiency-Based testing, the parents may appeal the decision to the Assistant Superintendent, whose decision shall be final and non-appealable.

HIGH SCHOOL GRADES 9 THROUGH 12

Students who request Proficiency-Based/Promotion will complete an application process and take the Oklahoma version of Riverside’s Proficiency Test for Promotion to measure the priority skills and knowledge relevant to each core course for which credit is desired. Students in grades 9 through 12 must score 90% or higher on each of the core content areas that are tested: Language arts, Mathematics, Science, and Social Studies. Credit will be noted as an “A” on the
student’s official school records. No record of unsuccessful attempts will be maintained in the student’s permanent school records. Credit earned through Proficiency-Based testing in high school level courses will count toward meeting graduation requirements. If a student is determined by the building principal to have not met the requirements on Proficiency-Based testing, the parents may appeal the decision to the Assistant Superintendent, whose decision shall be final and non-appealable.

PROCEDURES

Tests will be administrated at each site’s counselor’s office or another designated site under the supervision of the Assistant Superintendent. The test will be given twice annually. Notification to the public will be done in the local newspaper prior to the test dates.
FOREIGN EXCHANGE STUDENTS

Okmulgee Public Schools welcomes placement of foreign exchange students at the High School level. To ensure effectiveness of this program, the following guidelines are necessary:

1. The placement of students will be made by an organization in good standing recognized by the Council on Standards for International Educational Travel.

2. The organization will secure written acceptance from the high school principal prior to confirming assignment of the student to a host family.

3. The organization will provide the high school principal with the following information prior to any school decision on placement:
   - Academic records translated in English;
   - The number of years of school completed prior to arrival;
   - The number of years required by the student's home country for completion of secondary school; and
   - The student's level of English proficiency.

4. The District will accept only those students with a J-1 visa, without exception.

5. A maximum of three foreign exchange students per year will be accepted in the District.

6. When more than two requests are made, those with different cultural and national backgrounds will have first priority. When these factors are the same, then one male and one female will be given priority.

7. Applicants will meet all requirements established by state and federal law and regulations and District policy.

8. Requests should be made prior to July for the ensuing school year.

9. Consideration will be on a first come, first served basis after the necessary documentation has been received.

10. The student's host family will reside within the boundaries of the Okmulgee Public Schools.

11. Placement of students will be for the entire school year. No single semester placements will be accepted.
Effective with the 2016-2017 school year, the requirements outlined in this policy shall be followed in determining requirements for graduation from the high school program, and for determining assignment of grade level classification for students in the Okmulgee High School. Okmulgee High School will follow graduation and assessment requirements as set forth by the Oklahoma State Board of Education and the Okmulgee Board of Education.

The high school program shall consist of the curriculum offered in grades 9, 10, 11, and 12. All students will be required to complete the “College Preparatory/Work Ready Curriculum credits or sets of competencies” at this secondary level. A student will be allowed to enroll in the “Core Curriculum” in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student by completing the opt out form through the student’s counselor. Specific course requirements within subject categories and a description of offered courses are found in the Okmulgee High School Course Guide available online on the High School webpage on the District’s website, or through the Counseling office at the High School.

The minimum requirements for graduating from Okmulgee High School shall be twenty-three (23) credits. A credit is composed of two semesters’ work.

**College Preparatory/Work Ready Curriculum**
Successful completion of a minimum of 23 credits as outlined in the following listing shall be required of all students enrolled in the college preparatory/work ready curriculum to qualify for graduation:

- English – 4 credits or sets of competencies
- Mathematics – 3 credits or sets of competencies equivalent to Algebra 1 or higher in grades 9 through 12
- Laboratory Science – 3 credits or sets of competencies, *including one physical science*
- History and Citizenship Skills – 3 credits or sets of competencies which shall include U.S. Government, Oklahoma History and U.S. History
- Foreign or Non English Language – 2 credits, same language or sets of competencies, **Or**
- Computer Technology – 2 credits or sets of competencies
- One (1) Additional Credit from any of Course Areas above – 1 credit or set of competencies
- Fine Arts – 1 credit or set of competencies*

*Except for a Fine Arts credit completed for credit toward graduation, the Fine Arts requirement is integrated through the English curriculum (grades 9-12) with a notation placed on the transcript next to each of these courses taken to indicate completion of this state requirement,*
Or
- Speech – 1 credit or set of competencies
- Electives – 6 or 7 credits depending on how the Fine Arts requirement is met

**Total** – 23 Credits minimum required for graduation

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act, and Cardio Pulmonary Resuscitation (CPR) Training as set forth in the Dustin Rhodes and Lindsay Steed CPR training Act. (HB1378)

### Core Curriculum

Successful completion of a minimum of 23 credits as outlined in the following listing shall be required of all students enrolled in the core curriculum to qualify for graduation:

- English – 4 credits or sets of competencies
- Mathematics – 3 credits or sets of competencies
- Science – 3 credits or sets of competencies
- Social Studies – 3 credits or sets of competencies which shall include U.S. Government, Oklahoma History and U.S. History
- Fine Arts – 2 credits or set of competencies*

* Except for Fine Arts credits completed for credit toward graduation, the Fine Arts requirement is integrated through the English curriculum (grades 9-12) with a notation placed on the transcript next to each of these courses taken to indicate completion of this state requirement

- Electives – 8 to 10 credits depending on how the Fine Arts requirement is met.

**Total** – 23 Credits minimum required for graduation

### Assessment and other Requirements

In addition to the curriculum requirements:

1) Students are required to have a valid score on 4 state assessments and/or a valid ACT score. In addition to the ACT, Valid state assessments would be EOI tests, or other OSTP assessments sanctioned by the Oklahoma State Department of Education.
2) Students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act, and Cardio Pulmonary Resuscitation (CPR) Training as set forth in the Dustin Rhodes and Lindsay Steed CPR training Act. (HB1378)

### Foreign Language / Health & Physical Education

All students are strongly encouraged to complete two credits or sets of competencies of foreign language classes and two credits or sets of competencies of physical and health education.
Early Graduation

Okmulgee’s curriculum for grades 9-12 emphasizes a strong academic preparation. Each year students must enroll in a minimum of six classes per semester. The educational program at Okmulgee Public Schools is designed as a comprehensive program to be completed in 13 years. However, it is possible to earn 23 credits and meet graduation requirements in less than four years. Students may apply for early graduation at the end of the spring semester of their sophomore year, or upon successful completion of 23 credits. Students should obtain the necessary forms from their building counselor and submit them to the High School Principal to receive approval. Upon approval for early graduation status, an individual plan will be developed with the student outlining the courses needed as well as the pacing of these courses to achieve early graduation status. Students completing requirements for early graduation may participate in graduation activities.

Additional Provisions

All deficiencies in graduation credits and course requirements must be made up before a diploma is issued. Any student not meeting credit requirements for graduation must complete the courses needed either by attending summer school, night classes, online classes, correspondence courses, or a combination of these under the direction of Okmulgee school counselors for grades 9-12. Two credits earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the local Board of Education, as resident credit.

If students demonstrate proficiency for 9-12 curriculum areas, through the district’s credit by exam process, appropriate notation will be entered on the high school transcript. The credit will count toward meeting the requirements for graduation.

Students who need more than one credit for graduation shall not be permitted to participate in graduation exercises.

A student who is under disciplinary action, either suspended or in an alternative educational program for disciplinary reasons, may not participate in graduation (commencement) exercises with the Senior Class if that event occurs during the time the student is under disciplinary action.

An earned diploma may be presented privately or may be mailed to the student.
The selection of Valedictorian(s) and Salutatorian(s) at Okmulgee High School will be based on the following criteria:

For the purposes of determining Valedictorian and Salutatorian, the concept of “units” earned shall be considered, not “credits” earned.

Definitions:

A UNIT is defined as points recorded to a student’s transcript upon successful completion of a semester of instruction under a traditional school setting (commonly referred to as a “semester credit” or “half credit”). Two “units” of instruction are necessary for most core curriculum courses, in order to obtain full “credit”. Some electives are only “semester courses”, and therefore earn one unit, also referred to as a “half credit”. Two Units equal one Credit.

1. **Date of Calculation:** Calculations for Valedictorian and Salutatorian shall be computed as of the first day of classes of the second semester of the traditional school year. This is usually sometime during the first or second week of January each year.

2. Any student, who upon the Date of Calculation….
   a. Has earned 43 or more units to their academic transcript, and;
   b. Has earned a 4.20 GPA or greater on their work, and;
   c. Has never made below a 3.0 in any course attempted;

   …shall be awarded the honor of Valedictorian of the Graduating Class.

3. Any student, who upon the Date of Calculation….
   a. Has earned 43 or more units to their academic transcript, and;
   b. Has earned a 4.00 GPA or greater on their work, and;
   c. Has never made below a 3.0 in any course attempted;

   …shall be awarded the honor of Salutatorian of the Graduating Class.

4. In calculating the GPA for these honors, “rounding up” is not permitted. For example, a 4.19998 grade point average **IS NOT** rounded up to 4.20; a 3.999 grade point average **IS NOT** rounded up to 4.00.

5. Grades included in the calculation of the grade point average (GPA) are only those courses completed as a High School student, plus any Eighth Grade courses taken for High School credit. Regular Seventh and Eighth Grade classes are not used in calculations.
6. A student must have been continuously enrolled in Okmulgee High School for one full calendar year prior to the Date of Calculation, in order to be a candidate for Valedictorian and Salutatorian.

7. A student must be in compliance with the attendance requirement for graduation, in order to be a successful candidate for Valedictorian and Salutatorian.

8. All Advanced Placement, Pre-Advanced Placement and college credit will be based on a five point scale for calculation of the grade point average.

9. A student must have completed the following course requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>4</td>
<td>(Algebra I, II, Geometry, Trigonometry, Calculus, Math Analysis or AP courses)</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td>(Physical Science, Biology I, II, Chemistry, Physics, Physiology, Botany, Zoology or AP courses)</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>(English I, II, III, IV or AP courses)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
<td>(United States History, Oklahoma History, World History, Geography, Government, AP courses and electives to equal 4)</td>
</tr>
</tbody>
</table>

10. In the event that no individual qualifies as Valedictorian under the requirements set out in paragraph one (1) above, then the Salutatorian as determined from requirements in paragraph two (2) who holds the highest GPA shall be named as Valedictorian.
SPECIAL CLASSES

Special classes (zero hour and summer classes) will be offered from time to time when the demand for such classes indicates an adequate need as determined by the Okmulgee Board of Education. All special classes (classes offered outside the normal six (6) hour school day) will be offered to District residents on a tuition basis of $100 per student or a prorated basis equal to the cost of the class divided by the number of participants less any state or federal reimbursement.

Out of District students will be considered for enrollment into special classes on a space available basis at a cost of not less than $200 per student.
CREDIT FOR ADVANCED COURSES

The Board of Education believes that an important part of the educational process is the encouraging of students to strive for their intellectual limits.

High School Courses

One method of encouraging students to challenge themselves is to provide all students the option of enrolling in high school courses for credit. The District will provide the opportunity for any student to receive high school graduation credit for taking high school courses under the following conditions:

1. The course will be a course regularly taught as a high school course (Example: Algebra I).
2. The course will be taught by a teacher certified to teach the class as a high school course.
3. The student will successfully complete the course.
4. The grade may be either a letter grade or a pass-fail grade.

Concurrent College Enrollment

1. A Senior (12th grade) or Junior (11th grade) may, if he or she meets the requirements set forth below, enroll in concurrent study:
   a. The student must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admissions) no later than the spring of the senior year, as attested by the high school principal and high school guidance counselor. Written permission from the parent(s) stating confirmation of course of study will need to be filed in the counselor’s office.
   b. Students who enroll concurrently and drop these classes must return to Okmulgee High School and enroll in high school courses on campus. Okmulgee High School will not be responsible for any loss of credit due to students dropping concurrent courses and re-enrolling in high school courses.
   c. Students must meet OSU/Okmulgee Requirements.
   d. Students must qualify for admissions (Enrollment Forms)
e. After qualifying for admissions, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area. The ACT and SAT scores are set by the Oklahoma State Regents for Higher Education and are revised annually if needed.

f. Seniors must have a 3.0 GPA or higher, juniors must have a 3.5 GPA or higher.

(The ACT scores or proper GPA may make the student eligible for admittance into the institution but may not necessarily mean they are eligible for certain courses. The college enrollment coordinators have to assess all of the proper avenues of eligibility.)

*According to the Oklahoma State Regents for Higher Education, every three (3) college semester credit hours are equivalent to one half of a high school unit in a specific subject area.

2. Students must enroll in a minimum of two (2) concurrent classes for Core credits. Example: If enrolled in English Composition I, the student must also be enrolled in another three (3) hour course such as English Composition II, to receive a full high school English credit.

3. High school credits will only be given for classes that are compatible with current Okmulgee High School curriculum.

4. Course compatibility will be approved through the guidance counselor and principal.

5. Only full semester courses, not mini courses, will be acceptable for high school credits.

6. Advanced standing will be honored in compatible classes by applying the weighted grade policy to the concurrent courses approved and completed.

   a. The weighted grading policy is as follows:
      
      \[
      \begin{align*}
      A &= 5.0 \\
      B &= 4.0 \\
      C &= 3.0 \\
      D &= 2.0 \\
      F &= 0.0
      \end{align*}
      \]

7. Students who qualify must be enrolled in at least three (3) classes at Okmulgee High School and earn a minimum of 2 credit hours total for those classes.

8. If a student is actively enrolled at Okmulgee High School, summer courses will be considered concurrent. (A student is considered a Junior (11th Grade) after successfully completing the 10th grade.)

9. By state law, if a student enrolls in a concurrent course, the school district shall not
be responsible for any costs incurred for that course, unless the school district does not offer courses necessary to meet state requirements for graduation. (Okmulgee School District does offer sufficient courses to meet state requirements.)

**Correspondence Courses**

1. The principal must approve, on an individual student basis, correspondence courses taken for graduation credits.

2. Courses must be from OU or OSU.

3. A maximum of two units may count toward graduation.

4. **CORRESPONDENCE MUST BE COMPLETED BY APRIL 1ST TO BE COUNTED FOR CREDIT.**

**Proficiency-Based Promotion**

The District will provide opportunities for proficiency-based promotion and will disseminate materials explaining the opportunities available to students and parents each year.
WELLNESS POLICY
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PURPOSE:

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students’ overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

OVERALL GOALS:

The Okmulgee Public School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Okmulgee Public School District that:

• The school district will engage students, parents, teachers, student nutrition professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
• All students in grades PK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
• Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
• Qualified student nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
• To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and the After School Snack Program).
• Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkage between health education and school meal programs, and with related community services.

POLICIES TO ACHIEVE GOALS

To meet these goals, the Okmulgee Public School District adopts this Wellness Policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.
== Healthy and Fit School Advisory Committees (HAFSAC) ==

Per Oklahoma Senate Bill 1627, the school district and/or individual schools within the district will create, strengthen, or work within existing Healthy and Fit School Advisory Committees (HAFSAC) to develop, implement, monitor, review, and, as necessary, revise health education, school nutrition and physical education activity, and health service policies. The committees will serve as resources to school sites for implementing those policies.

A Healthy and Fit School Advisory Committee (HAFSAC) consists of a group of individuals representing the school and community, and should include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.

== Nutritional Quality of Foods and Beverages Sold and Served on Campuses ==

School Meals
The District 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 the United States Department of Agriculture’s (USDA) requirements and follow the Dietary Guidelines for Americans (DGA).

Meals served through the National School Lunch and Breakfast Programs will:
• be accessible, appealing and attractive to all children;
• be served in clean, pleasant, and supervised settings;
• be high in fiber, free of added trans fats, and low in added fats, sugar, and sodium;
• offer a variety of fruits and vegetables;
• serve only fat free (unflavored/flavored) milk or 1% low fat (unflavored) milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA);
• ensure that half of the served grains are whole-grain rich; and
• provide nutritional content of school meals for parents and students upon request.

Breakfast
To ensure that all children have breakfast, either at home, or at school, in order to meet their nutritional needs and enhance their ability to learn:
• Schools will operate the School Breakfast Program.
• Per USDA Regulation §220.23, school breakfasts will meet the Dietary Guidelines for Americans; as required by USDA.
• Schools will, to the extent possible, arrange bus schedules and utilize methods to serve breakfasts that encourage participation.
• Schools will notify parents and students of the availability of the School Breakfast Program.
• Schools will encourage parents to provide a healthy breakfast for their children.
**Lunch**
To ensure that all children have lunch at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will participate in the National School Lunch Program.
- Per US Healthy Hunger Free Kids Act (HHFKA), school lunches will meet grade-specific requirements of 3/4 - 1 cup of Vegetables plus ½ - 1 cup of Fruit per day; weekly Vegetable requirement for dark green, red/orange, beans/peas (legumes), starchy and other vegetables; daily minimum and weekly ranges of Meat/Meat Alternate, daily minimum and weekly ranges of Grains with at least half of the grains to be whole grain rich; Milk to be fat free (unflavored/flavored) milk or 1% low fat (unflavored) milk; minimum and maximum ranges of Calories when averaged over one week; Saturated Fat at <10% of total calories when averaged over one week; will meet the 2010 Dietary Guidelines for Americans; as required by USDA.
- Schools will notify parents and students of the availability of the School Lunch Program.

**After School Snack**
Qualifying after-school programs will participate in USDA’s After School Snack Program.

**Water**
Schools will make clean drinking water available and accessible without restriction and at no charge.

**Free and Reduced-Price Meals**
Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

In accordance with federal law and United States Department of Agriculture (USDA) policy, the school district is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

**Meal Times and Scheduling**
Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times;
- should not schedule tutoring, club, or organizational meetings or activities during mealtime, unless students may eat during such activities;
- when possible, will schedule lunch periods to follow recess periods in elementary schools;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).
**Information and Promotion**
As required under the National School Lunch Program (7CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program.

**Staff Qualifications and Training**
The District will follow the USDA’s Professional Standards for State and Local Nutrition Programs in selecting the local school nutrition program director. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.

In addition, Child Nutrition Staff will do the following:
- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- Organize and participate in educational activities that support healthy eating behaviors and food safety.

**Competitive Foods and Beverages**
(i.e., all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under programs authorized by the National School Lunch Act and the Child Nutrition Act).

All competitive foods and beverages sold to students during the school day must meet or exceed the USDA’s Smart Snacks standards.

Per the US Healthy, Hunger-Free Kids Act (HHFKA), effective July 1, 2014, nutrition standards are set for all foods sold in school. The law specifies that the nutrition standards apply to all foods sold:
- outside the school meal programs,
- on the school campus,
- at any time during the school day (the period from the midnight before to 30 minutes after the end of the official school day).

**Standards for Foods**
Standards for foods apply to all grade levels.

**General Standards**
A food item must meet all of the competitive food Nutrient Standards AND:
- Be a whole grain-rich product (must include 50% or more whole grains by weight or have whole grain as the first ingredient); OR
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food (water can be a first ingredient); OR
- Be a “combination food” with at least 1/4 cup fruit and/or vegetable.

**Specific Nutrient Standards**
- Total fat (35% of total calories from fat per item as packaged/served) (exemptions: reduced-fat cheese, nuts, seeds, nut/seed butters, dried fruit with nuts and/or seeds with no added sweeteners or fat, seafood with no added fat, part-skim mozzarella)
• Saturated fat (<10% of total calories per item as packaged/served) (exemptions: reduced-fat cheese, part-skim mozzarella, nuts, seeds, nut/seed butters, dried fruit with nuts and/or seeds with no added sweeteners or fat)
• Trans fat (zero grams of trans fat per portion as packaged/served)
• Sodium (entree items that do not meet NSLP/SBP exemptions of 480 mg sodium per item) (snack and side items-- 200 mg)
• Calories (entree items that do not meet NSLP/SBP exemptions of 350 calories) (snack items and side dishes-- 200 calories per item)
• Total sugar (35% of weight from total sugars per item) (exemptions: dried/dehydrated fruits or vegetables [no added nutritive sweeteners], dried fruits with nutritive sweeteners for processing and/or palatability, exempt dried fruit with only nuts/seeds [no added nutritive sweeteners or fat])

Exemptions from General Nutrition Standards
• Fruit and Vegetable Exemptions (fruit packed in water, 100% juice, light syrup or extra light syrup) (vegetables with no added ingredients except water) (canned vegetables with small amount of sugar for processing purposes)
• NSLP/SBP Entree Exemption (exemptions for entree items only) (entree exemption for the day of service and the school day after) (side dishes sold as competitive food must meet all standards)
• Chewing Gum (sugar-free is exempt from all standards)

Standards for Beverages
Allowable beverages may be sold at anytime, anywhere, for all grades.

Beverages for All Campuses:
• Water (plain water, carbonated or non-carbonated) (no size limit)
• Milk (unflavored nonfat and low-fat milk) (flavored nonfat milk) (maximum serving sizes– 8 fl oz for elementary, 12 fl oz for middle and high)
• Juice (100% fruit and/or vegetable) (100% juice diluted with water–carbonated or noncarbonated) (no added sweeteners) (maximum serving sizes– 8 fl oz for elementary, 12 fl oz for middle and high)

Other Beverages in High School:
• Calorie-Free Beverages (maximum serving size 20 fl oz) (calorie-free flavored water, with/without carbonation) (other calorie-free beverages with less than 5 calories per 8 fl oz) (other calorie-free beverages with up to 10 calories per 20 fl oz)
• Lower-Calorie Beverages (maximum serving size 12 fl oz) (up to 60 calories per 12 fl oz) (up to 40 calories per 8 fl oz)
• No caffeine restrictions.

Fundraising Activities
In continuing the school’s support of children’s health and according to regulations, fundraising activities that do not meet the above nutrition and portion size standards for foods and beverages sold individually will not be allowed during school hours. There are no fundraiser exemptions during school hours.
Schools will encourage fundraising activities that promote physical activity. The school sites will be responsible for making available a list of ideas for acceptable fundraising activities for their respective sites.

Fundraising efforts not directly related to the school and sold during school hours are required to meet the above nutrition standards for foods and beverages. There are no fundraiser exemptions during school hours.

Fundraising efforts not directly related to the school and not sold during school hours are encouraged to meet the above nutrition standards for foods and beverages.

**Other Foods Provided at School**
Other foods and beverages provided (not sold) on campus (e.g., for classroom parties and celebrations) must meet the USDA’s Smart Snacks standards. The District will allow exemptions for up to two celebrations during the school year. The District will allow exemptions for up to two celebrations during the school year. A maximum of three foods and/or beverages not required to meet the Smart Snack standards will be allowed for each of these two celebrations.

The District will provide parents and teachers with a list of ideas for healthy foods as well as non-food alternatives for classroom parties.

**Rewards and Punishment**
Schools will not use foods, beverages, or candy to reward or punish academic performance or student behavior (*unless this practice is allowed by a student’s individual education plan [IEP]*)

**School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances)**
Foods and beverages offered or sold at school-sponsored events outside the school day will offer nutritious options.

== Nutrition and Physical Wellness Promotion ==

**Nutrition Education and Healthy Food Promotion**
Okmulgee School District will offer—and integrate into the core curriculum—nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education:

- Complies with state learning objectives and standards.
- Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.).
- Is made available for staff.
• Is promoted to families and the community.

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:
• Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
• Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
• Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
• Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students, sharing positive experiences with physical activity with students, etc.).

**Integrating Physical Activity into the Classroom Setting**
For students to receive the nationally-recommended amount of physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:
• Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television; opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communication with Parents**
The district/school will support parents’ efforts to provide a healthy diet and daily physical activity for their children. The district/school will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus upon request. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide opportunities for parents to share their healthy food practices with others in the school community.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents’ efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

**Food and Beverage Marketing**
Only foods and beverages that meet the USDA’s Smart Snacks standards may be marketed in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

Marketing includes the following:
• Advertising on any property or facility owned or leased by the school district or
school and used at any time for school-related activities (including school buildings, athletic fields, parking lots, school buses, vending machines, scoreboards, uniforms, educational material, and supplies).

- Coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items. Such rewards may not include foods or beverages that fail to satisfy the USDA’s Smart Snacks standards.
- Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. Programs involving purchase of foods and beverages that do not meet the USDA’s Smart Snacks standards are not permitted.

If the non-compliant advertising is a permanent feature or a permanent fixture (e.g., a scoreboard), such advertising can remain until the permanent fixture is removed or replaced.

**Tobacco-Free School**

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products is prohibited on School District property. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products or simulated tobacco products by students, staff, or visitors is prohibited on school property 24 hours a day, 7 days a week. This policy is pursuant to the Pro-Children Act of 1994.

"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 include, e-cigarettes/vaping products with or without nicotine or any other product packaged for smoking or the simulation of smoking.

**Staff Wellness**

Okmulgee School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The Healthy and Fit School Advisory Committees (HAFSAC) should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The HAFSAC should distribute its plan to the school site annually.

== Physical Activity Opportunities and Physical Education ==

**Physical Education (P.E.) K-12**

All students in grades K-5, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education for a minimum of 120 minutes/week for the entire school year. All students in grades 6-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education 120 minutes/week every other semester. Students at the high school may elect to take a Health & Wellness class that includes at least 100 minutes of physical education per week. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity. Students will participate in an annual health-related fitness test (e.g., Fitness Gram, President’s Challenge to Physical Fitness, etc.).
**Grounds, Facilities, and Equipment**
The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs. School sites will provide adequate equipment (*e.g.*, ball, rackets, and other manipulative) for every student to be active.

**Recess**
All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Additionally, the District will do the following:
- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- Encourage schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.

Schools should discourage extended period (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities Before and After School**
Elementary schools, middle school, and high school will be encouraged to participate in extracurricular physical activity programs, such as physical activity clubs or intramural programs. High school, and middle school as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

Students and school staff will collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.

**Physical Activity and Punishment**
- Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)
- The District will provide a list of alternative ways for teachers and staff to discipline students.
- The District will strongly encourage teachers to use physical activity (*e.g.*, extra recess) as a reward.

**Implementation, Monitoring, and Evaluation**

**Leadership**
The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school’s
compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

Names, positions, and contact information of the designated officials:
Renee Dove, Superintendent, rdove@okmulgeeeps.com
Gary Calip, Principal, gcalip@okmulgeeeps.com
Tammy Smith, LPN, tgsmith@okmulgeeeps.com
Kathy Riley, Child Nutrition Director, kriley@okmulgeeeps.com

**Community Involvement**
The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy through, but not limited to, the District website.

**Assessments, Revisions, and Policy Updates**
At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy’s goals.

Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- The District will inform and update the public about the content and implementation of the local wellness policy (via the District’s website, annual report card, etc.).
EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT

The District recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II"). In an effort to ensure that District employees understand and implement the requirements of Section 504 and Title II, the Board of Education adopts the following policy.

Qualified Individual with a Disability

All qualified persons with disabilities within the jurisdiction of the Okmulgee Public Schools are entitled to a free appropriate public education ("FAPE"), regardless of the nature or severity of the person’s disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The phrase “physical or mental impairment” includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A “major life activity” also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

(a) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs
and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

(b) use of assistive technology;

(c) reasonable accommodations or auxiliary aids or services; or

(d) learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

**Appropriate Education**

An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child’s education.

An appropriate education in the District will include:

- Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;

- The education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;

- Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and

- Establishment of due process procedures that enable parents and guardians to receive required notices, review their child’s records and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The District will design education programs for students with disabilities to meet their individual needs to the same extent that the needs of nondisabled students are met. The District will provide the quality of education services to students with disabilities that equals the quality of
services provided to nondisabled students. The District will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities. The District will provide comparable facilities for students with disabilities and make appropriate materials and equipment available. The District will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability. The District will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

**Educational Setting**

The District will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The District shall place students in the regular education environment unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with nondisabled students in both academic and nonacademic services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs.

As necessary, the District will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.

If the District places an individual with disabilities in another school, the District will take into account the proximity of the other school to the student’s home.

**Evaluation and Placement**

The District will make evaluation and placement decisions in accordance with appropriate procedures required by law. The District will conduct an individual evaluation before any action is taken with respect to the initial placement of a child who has a disability or before any significant change in that placement. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student’s specific areas of educational need, not merely those designed to provide a single general intelligence quotient (IQ) score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. The District will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student’s aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student’s impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. In interpreting evaluation data and making placement decisions, the District will draw upon information from a variety of sources, including but not limited to aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions.
The multidisciplinary group will consider reevaluation at least every three years for each student for whom the District is providing a FAPE or more frequently if conditions warrant or if the child’s parent or teacher requests a reevaluation.

**Section 504/Title II Plan**

When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the District will provide FAPE for that student. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student’s individual educational needs, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan.

The District will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on nondisabled persons or their parents or guardians.

If the District is unable to provide a FAPE itself, it may place a person with a disability in, or refer the person to, a program other than the one it operates. However, the District will remain responsible for ensuring that the education offered to the student is appropriate, as defined by law, and for coverage of financial obligations associated with the placement. The District will ensure that adequate transportation is provided to and from any program in which it places the student that is not operated by the District, at no greater personal or family cost that would be incurred if the student were placed in the District’s program.

**Procedural Safeguards**

The District will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student’s records. The District will provide parents or guardians with a copy of its *Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards form* annually at the student’s Section 504 plan meeting and when the District (a) seeks parent or guardian consent for Section 504 evaluation or reevaluation, (b) receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements, (c) receives a request from the parent or guardian for a copy of the Procedural Safeguards form, and (d) takes any action with respect to the identification, evaluation, or educational placement of the student.

The District will provide an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions. If parents or guardians disagree with the District’s decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel. The District will make available an impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court.

**Retaliation**

The District also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination
complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Persons with complaints or concerns about the application of this policy should contact:

(for questions or complaints based on disability)

Section 504 / ADA Coordinator
Jeremy Ramsey, Asst. Superintendent
Okmulgee Board of Education
316 East 8th
Okmulgee, OK 74447
(918) 758-2000
Curriculum Compliance:

All curriculum utilized by the District shall comply with the requirements of the State of Oklahoma and the Oklahoma State Department of Education. The District adheres to full implementation of the Oklahoma Academic Standards as set forth by the Department of Education. Accordingly then, all curricular programs and packages utilized by the District should be compatible with, and supportive of the achievement of that goal.

Secondarily, all curriculum utilized by the instructional staff of the district should be correlated with, and aligned with, the State’s Priority Academic Student Skills, also known as PASS.

Curriculum Design:

The Okmulgee Board of Education believes that all of the learning experiences that the school affords for the purpose of attaining its educational objectives constitute the curriculum.

The curriculum shall be developed within the framework provided by the regulations of the Oklahoma State Department of Education, and by the Oklahoma Statutes.

This school district shall be in a continuous process of curriculum development. However, the board of education is the final approving authority for all curriculum changes.

Emphasis shall be given to the teaching of citizenship in the United States, the state of Oklahoma, and the local community. The ideals, culture, history, and government of the United States, the state of Oklahoma, and of other countries shall be taught along with the principles of democracy as they apply to the lives of our citizens.

Personal health and physical fitness shall be emphasized through the study of proper diet; the effects of alcoholic beverages, narcotics, tobacco, and other substances on the human body and mind; and, the study of other subjects that promote healthy living. Safety shall be emphasized through training in the operation of motor vehicles and the general understanding and use of safety practices.

The board of education believes that the teaching of the basic skills of learning and communication, including reading, writing, speaking, and the use of mathematics is of paramount importance.

The importance of the conservation of natural resources to the students shall be taught. Resources such as soil, water, forests, minerals, oil, gas, and wildlife shall be taught.
Respect for the American flag shall be taught through the flag salute, the singing of patriotic songs, and the learning and reciting of patriotic poems and other literature.

**Curriculum Evaluation:**

Curriculum evaluation in the District will be continuous. Only through knowledge of the strengths and weaknesses of the curriculum can improvement occur. The Superintendent or designee shall be responsible for the development of a program of curriculum evaluation for the District. The results shall be used for modification of methods, changes in content and new instructional offerings.
INCLUDING STUDENTS WITH DISABILITIES
IN DISTRICTWIDE ASSESSMENTS

School districts must assess students with disabilities as frequently and in the same manner as they do students without disabilities. Therefore, to the extent the Okmulgee Public Schools requires student participation in districtwide assessment, students with disabilities will be included in the assessment or provided an alternate method of assessment.

The IEP team for each student with a disability will make the decision regarding his or her participation in regular districtwide assessment on an individual basis, considering his or her unique needs. To make appropriate decisions regarding the student’s need for accommodation and/or alternate assessment, the IEP team will:

1. Begin with the assumption that all students with disabilities will participate in all regular districtwide assessments.

2. Assess the need for accommodation and/or alternate assessment based on the student’s present levels of educational performance, IEP goals and the content and format of the districtwide assessment(s) under consideration.

3. Allow for alternate assessment only if a student would not be able to demonstrate some of the knowledge and skills on the regular districtwide assessment with appropriate accommodations.
The Board of Education adopts the following uniform grading scale for grades 2 - 12.

90 – 100 - A
80 – 89 - B
70 – 79 - C
60 – 69 - D
0 – 59 - F

WEIGHTED GRADE AND CLASS RANKING PROCEDURES

It is the philosophy of the Okmulgee Public School District, and the policy of the Board of Education to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated by awarding grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the “weighted grade” is to provide an incentive for students to enroll in a program of advanced studies.

A. All courses taken for high school credit will be included on the student transcript. Courses taken in grades 9-12 will be considered when calculating the grade point average (GPA).

B. For purposes of determining class rank, the following weight systems will be used:

<table>
<thead>
<tr>
<th>Weight Grades: (AP, Pre-AP, Concurrent courses)</th>
<th>All others:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 5.0 100-90</td>
<td>A 4.0 100-90</td>
</tr>
<tr>
<td>B 4.0 89-80</td>
<td>B 3.0 89.5-80</td>
</tr>
<tr>
<td>C 3.0 79-70</td>
<td>C 2.0 79.5-70</td>
</tr>
<tr>
<td>D 2.0 69-60</td>
<td>D 1.0 69.5-60</td>
</tr>
<tr>
<td>F 59-0</td>
<td>F 59.5-0</td>
</tr>
</tbody>
</table>

An “Incomplete” may be changed to a grade in two weeks, at the end of semester, or at the end of a time period determined by the principal.
TESTING

In compliance with Oklahoma law, the Board of Education will comply with all provisions of the Oklahoma Schools Testing Program. The District will administer the Oklahoma Core Curriculum Tests for grades 3 through 8 and the End-of-Instruction secondary level tests aligned to the Priority Academic Student Skills during the spring of each school year as specified by the State Board of Education. The District will report the assessment results annually.
This Policy is intended to provide a process by which all parents of children being served in Title I programs have an opportunity to participate in the design and implementation of the Okmulgee Public Schools’ Title I project:

1. The District will notify each parent, prior to placement, that their child has been selected to participate in Title I and why the child has been selected.

2. Each parent of a Title I student shall receive notification of their child’s progress.

3. Parent-teacher conferences shall be held with the parents of Title I children.

4. A meeting will be held at least annually for the parents of all Title I students to explain the program goals and evaluation process.

5. A meeting will be held at least annually to elect officers for the parent advisory council and to solicit support and advice in planning the Title I program.

The board supports parents’ efforts to be involved in the district’s education programs. This policy outlines the district’s efforts to educate parents and support parent involvement in response to the 2014 Parents’ Bill of Rights.

Parents have the right be involved in their minor child’s education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child’s compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district’s right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel
will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

   - Parent teacher conferences
   - Back to school / meet the teacher nights
   - District sponsored webpages with class information available to parents
   - School newsletters

2. The district will inform parents about their children’s course of study by disseminating this information:

   - During annual enrollment
   - In student handbooks
   - On the district’s webpage

Parents may review learning materials affecting their minor children’s course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

4. The district does not offer sex education programs at this time, but in the event future classes are offered parents who object to their minor child participating in the district’s sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district’s sex education program will be permitted to study in the school library or office during sex education instruction.

5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 3 days in advance of the presentation. Parents who object to their minor child’s participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.

6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district’s website. The district’s extracurricular clubs and activities are also published in student
handbooks, the district’s policy manual.

7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

   A. The district does not currently provide sex education to students. If sex education is offered in the future, parents may opt their student out of the district’s sponsored sex education program by following the procedures established in item 4 above.

   B. Parents who are not residents of the district may enroll their minor children in the district’s schools in accordance with the district’s open transfer policy. A copy of that policy is available in the superintendent’s office.

   C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.

   D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child’s physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.

   E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district’s policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent’s office.

   F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education’s website (www.ok.gov/sde/).

   G. The district provides AIDS education for students in eighth and tenth grades. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district’s AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child’s teacher. Parents may review the results of state-wide testing by contacting their child’s building principal.

I. Qualifying students have the right to participate in the district’s gifted and talented program in accordance with the district’s policy regarding the program. A copy of the policy is available through the superintendent’s office.

J. Parents have the right to review teachers’ manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.

K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent’s office.

L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child’s principal for additional information regarding student absences.

M. Parents have the right to review the district’s courses of study and textbooks. Arrangements for this review can be made through the building principal.

N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.

O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent’s office.

P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal’s office.

Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of
necessary and essential record collecting. Parents may file an opt out request through the superintendent’s office.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent’s office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent’s request.

OKLA. STAT. tit. 25 § 2001
The Every Student Succeeds Act (ESSA) requires every school district receiving assistance under Part A of Title I of the ESEA for the provision of a language instruction educational program to provide notification to the parents of limited English proficient students about the program.

**Language Instruction Educational Program**

A language instruction educational program is an instruction course in which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging Oklahoma academic content and student academic achievement standards, as required by the Oklahoma State Department of Education. A language instruction educational program may make instructional use of both English and a child’s native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

**Notification to Parents**

If the District is receiving assistance under Part A of Title I to provide a language instruction educational program (“Program”), the District will provide notification to the parents of all limited English proficient children identified for participation or participating in the Program. Each notification will include:

1. the reasons for the identification of the child as limited English proficient and the need for placement in the Program;
2. the child’s level of English proficiency, how such level was assessed and the status of the child’s academic achievement;
3. the methods of instruction used in the Program and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals and the use of English and a native language in instruction;

4. how the Program will meet the educational strengths and needs of their child;

5. how the Program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;

6. the specific exit requirements for the Program, including the expected rate of transition from the Program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for the Program, if the Program includes secondary school children;

7. in the case of a child with a disability, how the Program meets the objectives of the individualized education program of the child; and

8. information pertaining to parental rights that includes written guidance detailing the parents’ right to have their child removed from the Program and the options that the parents have to decline to enroll their child in the Program or to choose another program or method of instruction, if available, as well as assisting parents in selecting among various programs and methods of instruction if more than one program or method is offered by the District.

For children identified as limited English proficient prior to the beginning of the school year, the District will provide the above-described notice to the parents within thirty (30) days after the beginning of the school year. If a child is identified as limited English proficient after the beginning of the school year, the District will provide notice to the parents within the first two weeks of the child being placed in the Program.

**Additional Notification**

In addition to the notification described above, if the District has failed to make progress on the annual measurable achievement objectives required for such programs by the Oklahoma State Department of Education for any fiscal year, the District will inform the parents of students participating or identified for participation in the Program of such failure not later than thirty (30) days after such failure occurs.
Form of Notification

The notifications the District provide to parents pursuant to this Policy shall be in an understandable and uniform format. To the extent practicable, the information shall be provided in a language that the parents can understand.
The Every Student Succeeds Act (ESSA) requires every school district receiving assistance under Part A of Title I of the (ESSA) to provide the parents of students within that school district with the opportunity to request information about the professional qualifications of their child’s teachers and with certain other information concerning the student.

**Notification to Parents**

At the beginning of each school year, the District shall send a notification to the parents of each student within the District attending a school receiving funds under Part A of Title I of the (ESSA). The notification shall advise the parents that the parents may request information regarding the professional qualifications of their child’s classroom teachers.

Upon receipt of a request from a parent for information about a student’s classroom teachers, the District shall provide the parents with the information in a timely manner. The information provided to parents upon request shall include, at a minimum (1) whether the teacher has met Oklahoma qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which Oklahoma qualification or licensing criteria have been waived; and (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.

**Information Provided Automatically**

The District shall automatically provide certain information concerning students to the parents of the students without the requirement of a parental request for such information. The information provided automatically by the District to parents includes information about the level
of achievement of the parent’s child in each of the Oklahoma academic assessments, as required under Part A of Title I of the (ESSA), and timely notice that the parent’s child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**Format of Information**

The information provided to parents, either by request or automatically, shall be in an understandable and uniform format. To the extent practicable, the information shall be provided in a language that the parents can understand.
The Reading sufficiency testing will be conducted in this school district to ensure that each student has attained the necessary reading skills upon completion of the third grade.

Every student enrolled in kindergarten, first, second, and third grades shall be assessed for the acquisition of reading skills for the grade level in which enrolled. Except for students who are on an individualized education program, have limited English proficiency, for whom English is a second language, any student found not be reading at the appropriate grade level shall be provided a reading Academic Progress Plan (APP). The plan shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan shall also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
2. Tutorial instruction as needed after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 175 day school year required by law;
3. The five essential elements of reading instruction: phoneme awareness, phonics, spelling, reading fluency and comprehension.

The program will be continued until the student is determined not to be in need of remediation.

The district reading sufficiency plan shall be adopted and annually updated, with input from school administrators, teachers, students, and parents and if possible a reading specialist, and which shall be submitted to and approved by the State Board of Education as a part of the School Improvement plan. This plan shall include a plan for each site and a district plan, which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized.

A committee will be established at each school site to determine the Academic Progress Plan for each student for whom a plan is necessary. The committee shall be composed of educators and, if possible shall include a certified reading specialist. A student’s parent or guardian shall be included in the development of a plan for that student.

A new Academic Progress Plan shall be developed and implemented for any third grade student in need of remediation as determined by multiple ongoing assessments and reading assessments administered in the Oklahoma School Testing Program. If possible, a fourth-grade teacher shall be involved in the development of the Academic Progress Plan. The new plan shall include specialized tutoring and may include a recommendation as to whether the student should be retained in the third grade at the close of the year. The student’s parent or guardian shall be included in the retention consideration.
SECLUSION AND RESTRAINT
120914

Part I -- Seclusion of students with disabilities:

District personnel may only use seclusion for students with disabilities based on Oklahoma State Department of Education Guidelines for Minimizing the Use of Seclusion for Students with Disabilities in Oklahoma.

For purposes of this policy, the term “seclusion” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose of the name applied to this procedure or the name of the place where the student is secluded.

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

The use of seclusion for students with disabilities shall also be subject to any additional requirements identified in the Oklahoma State Department of Education’s Policies and Procedures Manual for Special Education.

Part II -- Physical restraint of students with disabilities:

District personnel may only use physical restraint for students with disabilities based on the Oklahoma State Department of Education Guidelines for Minimizing the Use of Physical Restraint for Students with Disabilities in Oklahoma.

For purposes of this policy, the term “physical restraint” means any method of one or more persons limiting or restricting another person’s freedom of movement, physical activity, or normal access to that person’s body. It is a means for managing that person’s movement, reconstituting behavioral management, and establishing and maintaining safety of the student, other students and staff.

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any additional requirements identified in the Oklahoma State Department of Education’s Policies and Procedures Manual for Special Education.
INTERNET-BASED INSTRUCTION

041415

In accordance with state statute 70 O.S. § 1-111, the District will identify and provide educationally appropriate online courses that expand instructional opportunities for students as well as offering credit recovery and dropout prevention options. These course offerings are available to students both in a part time (“online courses”) and full time (“virtual school”) basis. Only courses approved by the District may be used to earn graduation credits. Courses taught for high school credit must align to the Priority Academic Student Skills (PASS) Standards.

Non-traditional Internet-based instruction platforms, using both synchronous (real-time instruction from a teacher via the internet) and asynchronous (pre-recorded lessons) delivery methods provide flexibility not available through the use of traditional classroom teaching methods.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and provide for teaching and learning of the appropriate skills and knowledge in PASS may, upon approval of the State Board of Education and the District Board of Education, be counted for academic credit and toward meeting graduation requirements. The District Board of Education will verify that the course meets all requirements and submit a request, along with required information to the State Board of Education for final approval.

Schools using non-traditional instructional delivery systems will comply with all federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, and Federal Communication Rules pertaining to the public broadcasting of audio and video.

All individual student data and records obtained through participation in Internet-based courses will follow District and Family Educational Rights and Privacy Act (FERPA) privacy and security protocols. No student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Aggregated student data may be used to identify strengths and improvement opportunities relative to the delivery of Internet-based instruction.

Contractual agreements shall be established between the District and parent(s) or legal guardians of students participating in alternative instructional delivery courses prior to the beginning of instruction. The contracts will address grading criteria, student attendance, beginning and end of instruction dates, and additional cost, if any, for course materials and equipment.

The board directs the superintendent or designee to develop appropriate regulations that are aligned to the State Board of Education Rules for Accreditation.
Guidelines for Online Instruction: These guidelines apply to both part time (“online courses”) and full time (“virtual school”) Internet-based instruction:

- Instructors of Internet-based courses shall be a teacher certified in Oklahoma or another state to teach in the content area of the course offered, or a faculty member of an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
- Each teacher of two-way interactive video and web-based courses shall be provided professional development pertaining to instructional delivery methodology and the technical aspects of distance learning.
- The state statute limiting the number of students teachers may supervise in each period of instruction and the total number of students allowed daily shall apply only to synchronous web-based and two-way interactive video courses.
- The principal or designee will approve/deny all student requests to participate in Internet-based courses.
- The principal will identify a certified staff member to serve as the building contact person to assist students enrolling in online courses and serve as a liaison to the online teachers and providers.
- A list of approved courses will be made available. Students will receive credit only for courses that have approved providers.
- Only students who are regularly enrolled in Okmulgee Public Schools shall be allowed to enroll in courses taught for credit through the District.
- Courses taught for high school credit must align to the Priority Academic Student Skills (PASS) Standards.
- Teachers teaching two way interactive video classes and Internet-based instruction courses will develop a syllabus that communicates provisions for student monitoring, course assignments linked to PASS Standards, and the method of assessment that is aligned to District policy regarding student grades.
- Students earning credit by means of Internet based instruction are required to participate in all assessments required by the Oklahoma School Testing Program. No student will be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
- Assignment of weighted grades for Internet based courses will adhere to established District policy for weighted grades in traditionally delivered courses.
- The principal will assign a staff member to proctor tests required by the Internet-based course.
All travel study programs, class and student organization trips planned cooperatively by students and faculty in the Okmulgee Public Schools shall be viewed as school-sponsored activities. Student participation in these activities shall be voluntary, and students who do not participate shall not be adversely affected in terms of their course requirement, grades, or eligibility to participate in other activities of the class or group. Proposals to undertake such activities shall be reviewed and approved by duly authorized school officials.

Travel agencies or other organizations shall not be permitted to come into the school for the purpose of advertising, promoting, or enrolling students for privately sponsored travel study programs and trips, and District personnel, by virtue of their affiliation with the Okmulgee Public Schools shall not advertise or enroll students for non school-sponsored travel study programs or trips. In accordance with District policy, District personnel shall not receive compensation from travel agencies or similar organizations involved in school-sponsored tours.
The board of education employs substitute teachers to follow the daily lesson plan provided by a regular classroom teacher who is unable to be present in his/her class. Individuals wishing to perform duties as a substitute teacher must be annually approved by the board or be subsequently approved by the board for inclusion on the district’s master list of substitute teachers. Only substitute teachers included on the district’s approved substitute list will be employed by the district. All substitute teachers will be paid at the annual board approved substitute rate of pay.

Prior to employment with the district, a substitute teacher may be required to undergo a background check pursuant to the board’s policy governing criminal records searches. General exceptions to the background check requirement relate to teachers of ten or more years who have retired from the district and individuals who have been full time Oklahoma teachers in the past five years at another district where a background check is already available.

The employment of an individual substitute teacher within the district shall be limited as follows:

- maximum of 90 days per school year if the substitute does not have a current or lapsed/expired teaching certificate or bachelor’s degree, with a maximum of 90 days in the same assignment;
- maximum of 100 days if the substitute has a lapsed/expired certificate or possesses a bachelor’s degree, with a maximum of 100 days in the same assignment; or
- no limit on the number of days within the district or in the same assignment if the substitute holds a valid certificate.

In the event the district is unable to locate a substitute teacher with a valid certificate to teach special education for students with physical disabilities or intellectual developmental disabilities, the limitations outlined above may be waived. Substitute teachers teaching special education for more than fifteen (15) consecutive or thirty (30) total days must receive in-service training prescribed by the Oklahoma State Board of Education.
SECTION IV

STUDENTS
The Okmulgee Public Schools is established for the purpose of serving the educational interests of resident students.

**Definitions**

For purposes of this Policy, the terms listed below have the following meanings:

1. "Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

2. "Person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

3. "Permanent care and custody" means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.

4. "Major degree of support" means a substantial contribution to the cost of the child's care, but it need not exceed one-half of all monies expended in the care and support of the child.

**Basic Residency Requirements**

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence.
State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district but is not the child’s parent or guardian or the person having legal custody of the child, if such adult has assumed permanent care and custody of the child.

The Board of Education has determined that it is in the School District’s best interests to allow a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but is not the child’s parent or guardian or the person having legal custody of the child.

For a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but is not the child’s parent or guardian or the person having legal custody of the child, the following criteria must be met:

A. The adult with whom the child is residing must file a request for determination of residency with the School District’s Residency Officer. The request must include an affidavit in which the adult attests under oath that he or she has assumed permanent care and custody of the child and states the reasons for assuming permanent care and custody of the child.

B. The Residency Officer shall make an initial residency determination pursuant to the procedures outlined below. The person seeking to establish the child’s residency in the School District shall have the right to request that the Board of Education review the Residency Officer's determination as provided below.

C. The Residency Officer and Board of Education shall consider the facts and unique concerns of each case and shall approve residency only if the information provided demonstrates
that the adult has assumed permanent care and custody of the child and contributes the major degree of support to the child.

Pursuant to Oklahoma law, knowingly filing a false affidavit of residency is a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than $500 or both.

**Procedure for Resolving Residency Disputes**

The School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the School District will verify that the student is a resident of the District or is otherwise entitled to attend school in the District for any reason authorized by law. As a part of this verification process the School District will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the School District that is within the District's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The School District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information the District deems relevant.

If at any time a School District administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student’s legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the School District's Residency Officer. All notices required by this policy
shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the School District shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the Board of Education pursuant to the following procedures:

A. The student's parent, guardian, or person having legal custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

B. The Residency Officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefor in writing within three (3) school days of receipt of the request for review.

C. If the student's parent, guardian, or person having legal custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The

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Residency Officer will submit his or her findings and all documents reviewed to the Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next board meeting. The decision of the Board of Education shall be the final administrative decision.

D. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

**Miscellaneous Policy Provisions**

Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the Residency Officer and the Board of Education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The School District’s Residency Officer is the Assistant Superintendent.

The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District.
For any period during which a student is enrolled in the School District, but is not a resident of the School District, the School District may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The School District shall provide for educational services for homeless children as required by law.

The School District reserves the right to require reverification of student residency at the beginning of each school term.

A copy of this Policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

**Special Definitions and Procedures Applicable to Homeless Children and Youth**

“Homeless children and youth” means students who lack fixed, regular and adequate nighttime residence, and includes:

A. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

B. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
C. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and

D. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses A. through D.

**Enrollment, Records and Immunizations.** Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The District’s Residency Officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the Residency Officer will advise the student. The School District will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The School District’s homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the Residency Officer’s determination may appeal the decision to the Board of Education under the procedure identified below. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

**Special Definitions and Procedures Applicable to Transitioning Military Children**

“Children of military families” means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.
“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

“Military student” means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

“Transition” means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Sending state” means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

“Receiving state” means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

“Uniformed service(s)” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency. State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable
law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

**Enrollment.** The School District will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the School District will promptly enroll the transitioning military child. However, upon enrollment, the District will request official educational records and transcripts from the school in the sending state. The District’s Residency Officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the Residency Officer’s determination may appeal the decision to the Board of Education under the procedure identified above.

**Grade Level Placement.** Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

**Course Level and Educational Program Placement.** To the extent that this School District is in a receiving state, the District may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the School District will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The
School District will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the District or receiving state.

**Extracurricular Activities.** When appropriate, the District will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

**Immunizations.** Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

**Tuition.** The School District may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this School District.
**OPEN TRANSFER**

The Board of Education shall accept into the District students who reside in another school district under certain circumstances. In cases in which a transfer is granted, the student may continue to attend this school if the Board approves. Further, if the Board approves, a brother or sister of that transferred student may also be accepted.

No student may transfer into the District if he or she has transferred before in the same school year. No student may transfer out of the District in the same year that he or she transferred in. However, if a student changes residence to another district, he or she may attend either the new district of residence or the district to which the previous transfer had been made.

**Procedure**

1. In order for a student to transfer, the student’s parents must complete an application form specified by the State Board of Education.

2. Applications must be obtained from and filed with the District Superintendent no later than April 1 for the next ensuing school year.

3. The District must notify the district of residence of each applicant by April 1.

4. The Board will approve or deny the application by June 1, and the District shall notify the student's parents of the decision.

5. By July 1 the student's parents must notify the District that the student will be enrolling. The Board has the right to reconsider and possibly deny the student's transfer for that year if the parents fail to meet this requirement.

6. On or before September 1 the Superintendent shall file with the State Board of Education and each resident district a statement showing the names of students who are granted transfers to the District.

7. For students who are deaf or hearing impaired who wish to transfer into a school district with a specialized deaf education program, applications may be filed at any time during the school year. Upon approval of the receiving school district, the student may transfer to the receiving school district at any time during the school year.

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Factors to be Considered

Students may be denied a transfer for any of the following reasons:

- Nonavailability of programs in the District
- Nonavailability of staff in the District
- Nonavailability of space in the District
- The student's record includes documentation of major discipline problems
- The student's record includes documentation of unsatisfactory attendance
- The student has had numerous school district transfers

The District will consider a class, program, or building nonavailable due to space if such class, program, or building is at 85% of capacity. This practice will allow space for students moving into the District.

Priority for Transfers

When transfer students are accepted, they will be taken on a first-come, first-served basis, except that, subject to the foregoing criteria for approval or denial of open transfers, the District will give priority for transfers to applications for students who are the children of District employees specifically defined as “teachers” pursuant to Okla. Stat. tit. 70, section 1-116(1). This priority applies to any person employed by the District as a “superintendent, principal, supervisor, counselor, librarian, school nurse or classroom teacher, or in any other instructional, supervisory, or administrative capacity holding a valid certificate or license, issued by and in accordance with the rules and regulations of the State Board of Education, to perform the particular services for which he or she is employed.” The Superintendent shall resolve any disputes as to whether a District employee qualifies for this priority.

Factors That Will Not be Considered

Transfer decisions will not be made on the basis of any of the following factors:

- Ethnicity
- National origin
- Sex
- Income
- Disability
- English proficiency
- Measure of achievement
• Aptitude
• Athletic ability

Transfers approved before January 1, 2000, shall continue to be valid and not subject to other provisions of this Policy unless the parent chooses otherwise. Student eligibility for participation in extra-mural competition shall be determined by the Oklahoma Secondary School Activities Association.

Nothing in this Policy shall prevent emergency transfers.
ADMISSION OF STUDENTS IN PRE-SCHOOL AND KINDERGARTEN

In accordance with Oklahoma school law, all children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside. Provided that children who have reached the age of five (5) years on or before September 1 of the school year may be admitted to kindergarten classes approved by the State Board of Education.

Children who are four (4) years on or before September 1, and live in the Okmulgee Public Schools are eligible to apply for placement in the Chapter 1 Pre-School. No underage child or child who is eligible for Kindergarten or advanced grades according to age will be eligible for the Chapter 1 Pre-School program. Transfer students, both open and emergency transfers, will be considered for the Chapter 1 Pre-School program only if the class is not filled to capacity by students residing in the Okmulgee Public Schools. These students' names will be placed on a "wait list", and parents will be contacted should the enrollment drop below capacity and there are no Okmulgee resident students on the "wait list".
SCHOOL ATTENDANCE

Regular attendance is a significant factor for success in school. Irregular attendance is a chief cause of failure and subsequent withdrawal from school. Consequently, school personnel will use every available resource to establish a regular attendance pattern for those students who have attendance problems. The purpose of this Policy is to provide for uniformity of student attendance recording and the penalty assessment for absenteeism among the schools in this District.

A student must be in attendance a minimum of ninety percent (90%) of the time during any semester in order to earn a passing grade in a class. A student may miss a total of ten (10) days per semester. On the eleventh (11th) day a student misses school, the student can no longer earn a passing grade for the semester in those classes he/she has missed 11 times. ALL ABSENCES WILL COUNT against the ten-day total for the semester attendance requirement, except the following:

1. School activities;
2. Suspension covered by an Alternative Education Program;
3. Any illness with a written doctor's statement requiring the student to be confined for a period in excess of two consecutive days;
4. Observing religious holy days, including travel, with advance notice to the building principal.

All work missed during the period of absence may be made up with the exception of absence due to truancy and suspension of less than six consecutive days. For each day of absence, a student shall have one day to make up the work missed unless granted additional time by the teacher.

Any regularly scheduled examination or test (e.g. nine weeks or semester test) announced during the student's presence in class which is missed by the student due to any type of absence
shall be made up the day the student returns to class. The only exceptions to this Policy concerning test administration will be exceptions made by the building principal.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement and will be required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

Any student who has failed to comply with the attendance policy during a semester and has not made up the work missed, will earn a "0" for the work not made up. If the work missed has been made up, the teacher may award an "E", which is a conditional grade. An "E" is awarded on the condition that the student meets the attendance and academic requirements for the semester for that class. If the student fails to satisfy the attendance requirement for that semester, the "E" will be changed to an "F" for that semester. If the student satisfies the attendance requirements for that semester, the "E" will be changed to the letter grade earned by the student.

**Definition of Truant:** A student is identified as truant when he/she is absent, and parents or school officials do not know of his/her whereabouts. Some examples include the following:

1. Leaving campus, after arriving, without the consent of the parent and school officials in advance of leaving.
2. Leaving class without permission.
3. Erroneous phone calls to have a student dismissed from class.
4. Walk out or "Skip Day".
5. Leaving campus during lunch without the parent checking the student out.

A student who is absent due to truancy shall NOT have the opportunity to make up any of the work missed. A grade of "0" indicating "NO CREDIT" shall be recorded in the grade book for that day or days. If the truancy occurs on a class day when no score is taken, a "0" grade indicating "No Credit for Instructional Time" shall be recorded.
**Definition of Tardy:** A student is tardy if not in his/her class and seat when the tardy bell ceases to ring. A student who is more than twenty (20) minutes late for class will be marked absent for that class that day.

Tardies accumulate for each semester in class, and the consequence will be on a step by step basis to correct behavior as follows:

1. **Three tardies in a given class constitute one (1) absence.** (When a student is late for the first class period, the student must stop by the principal's office to get an admittance slip. If the office decides the student is late due to circumstances beyond his/her control, the student will be given a late slip indicating the student is late and not tardy.)
2. **No teacher shall admit a late student into his/her class without an admittance slip signed by the Principal's office.**
3. First tardy – Teacher reprimand and clarification of rules.
4. Second tardy – Teacher reprimand followed by notification to parent.
5. Third tardy – Equivalent to one absence.
6. Fourth tardy – Office referral and disciplinary action to be determined by administrator after conference with teacher. The parent will be notified of the severity of the problem.

***The site administrator sets disciplinary action for tardies.***

**Absence Reporting**

It is the parent/guardian's responsibility to notify the assistant principal's office the day of a student's absence. The parent/guardian will notify the office early in the morning on the day of the absence. Parents of Career Tech students will contact the Career Tech and the High School.

When possible, the school will attempt to notify by phone the parent/guardian when a student is absent if the parent/guardian has not contacted the assistant principal's office with an explanation of the absence. If the parent/guardian has not notified the school, nor been contacted by the school, the parent/guardian will be required to send a note with the student upon his/her first day back at school to verify the student's absence. It is the student's responsibility to make
sure the office receives the note as soon as the student arrives back at school. **Students must have an admit slip from the office in order to be admitted to class following an absence.**

Students with excessive absences during a period of time will be referred to the Okmulgee County Truancy Officer, along with a copy of the student's attendance record. The Okmulgee County Truancy Officer may also be notified after **five (5) unexcused absences or ten (10) "Unexcused Tardies" per semester.**

**Attendance and Absence Review**

The building principal will base his/her decision on a student’s excessive absences and/or tardies based on this Policy. If a student has exceeded the limit for a class during the semester, his/her parent/guardian has the right to appear before a review committee. The review committee will consist of the building principal, counselor, and three other certified personnel approved by the building principal. The building principal will not have a vote on the committee, except upon a tie vote by the other committee members. The review committee will meet formally with the parent/guardian and/or the student (in case of a student 18 or older) to determine if the student's absences were justified.

The review committee will consider written verification from a physician that the student was confined to the home for medical reasons on the days in question. The committee will also consider death in the immediate family or other extenuating circumstances in deciding its course of action.

If the committee finds sufficient justification for the absences or tardies based upon the information presented by the parent/guardian, the committee may take the following actions:

1. Remove the failing grade and replace it with the student's earned grade on the condition that **NO** further absences from the class that semester will be accepted for any reason;
2. Remove the failing grade and replace it with the student's earned grade on the condition that the parent/guardian promptly provide written verification of illness by a physician for each subsequent absence and that each such absence will be reviewed informally by the committee; or
3. Remove the failing grade and replace it with the student's earned grade with certain conditions set by the committee and with the committee to informally review the justification for each subsequent absence.

If the committee finds that the absences lack sufficient justification, the committee will not grant an exception to this Policy. Absences without sufficient justification as determined by the review committee include but are not limited to the following:

1. Any absence not for religious observance or for a medical reason, funeral, or a death in the immediate family
2. Vacations
3. Shopping
4. Driver's license test
5. Missing the bus
6. Personal business
7. Car trouble
8. Overslept
9. Working
10. Truancy
11. Personal appointments

**Appeal of Review Committee's Findings**

The Superintendent or his/her designee will consider appeals of the review committee's finding(s) **ONLY** in cases in which the parent/guardian assert that the building principal and committee failed to comply with this Policy.
The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

Students will be allowed a maximum of ten absences from each class period during the school year to participate in approved activities. Absences for activities that are of a state and national nature, as defined by the criteria of earned right to compete, shall not be considered an absence for the purpose of this policy.

The following activities are not included in the above category. Therefore, absences caused by participation shall be counted toward the maximum:

1. Athletic contests other than OSSAA play-offs. (Includes initial qualification for play-offs for athletes and cheerleaders. Includes regular season Special Olympic events)
2. Shows and contests that are not defined as state contests.
3. Annual staff workshops.
4. Conferences such as FCCLA, FFA, Student Council, etc.
5. District contests for concert band and marching band.
6. FCCLA leadership.
7. Field trips sponsored by clubs or organizations that are not classified as academic field trips.
8. Band trips, Chorus trips, Speech and Drama trips.
9. State vocational conventions for which no earned right to attend is required (FCCLA state conventions).
10. School related community activities.

The following activities will not be counted against the permissible ten (10) day absence regulation:

1. Academic classroom field trips;
2. OSSAA sponsored state play-offs that require earned qualification to participate (athletes and cheerleaders);
3. Special Olympics play-offs or Regional/Area/State events.
4. Assemblies that are school sponsored and required;
5. School pictures;
6. Class meetings;
7. Participation in school approved testing programs;
8. State band, chorus, and speech contests;
9. Scholastic contests;
10. FCCLA or FFA state shows and state fairs. To be eligible, however, students must have placed in one of the top seven (7) places at the county show/fair;
11. Legislative page; and
12. There is no activities absence if a student is enrolled in an activity class and is away from school during the time the class is scheduled.

All building principals are responsible for maintaining a ten-day activity absentee report on all students participating in activities causing them to be absent from the classroom during the school year.

In the event that there is discrepancy regarding whether a student absence should count against the “10-Day Rule”, the Superintendents shall appoint an Internal Activities Review Committee shall include at least 5 individuals comprised of the following:

a) Principal/administrator
b) Regular classroom teacher (core subject)
c) Athletic director
d) Coach/sponsor
e) Parent

The Internal Activities Review Committee shall be responsible for reviewing and recommending any deviation from the activities attendance policy to the Board. The Board shall have the final authority for deciding if a student’s deviation from the ten-day rule shall be approved. Any deviation from the ten-day rule shall not exceed five days (class periods). Any absence exceeding the ten-day rule and not approved as a deviation by the Committee and/or the Board will result in the student counted as absent for that day.
Except as otherwise provided by law, before a student may register and attend school in the District, the parent must present the principal of the school:

1. A certificate from a licensed physician or an authorized representative of the State Department of Public Health stating that such student has received or is in the process of receiving required immunizations or is likely to be immune as a result of the disease; or

2. A certificate from a licensed physician stating that the child's physical condition is such that immunization would endanger the life or health of the child; or

3. A written statement by the parent objecting to tests or immunizations.

4. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.
Medication (Grades K-8)

ADMINISTERING MEDICATION AT SCHOOL BY DISTRICT PERSONNEL IS DISCOURAGED. However, in the event it is necessary, the following policy will be enforced.

Prescription medication may be administered upon written authorization from a physician and a parent. The medication must be in a pharmacy container, properly labeled by a pharmacist, with the student's name, current date, name of drug, dosage, time to be administered, physician's name, and pharmacy name and phone number. Prescription medication to be administered for five days or more must have a Health Services Form, "Parent's Request for Giving Medication At School", signed by physician and parent, on file in the nurse's office, in addition to proper label requirements as described.

Major concerns or questions regarding the administration of any medication will create a need to contact a parent or guardian. The school nurse's professional discretion will be used to determine if the medication being administered is in keeping with the health and well-being of the student and with sound medical practice.

If a diagnosis that permits the self-administration of inhaled asthma medication by a student for treatment of asthma, the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis. The policy shall require:

1. The parent or guardian of the student to authorize in writing the student's self-administration of medication;

2. The parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma, anaphylaxis or cystic fibrosis and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. The parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered;

4. The school district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and

5. The parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   Students in grades K-8 may carry their inhaler or anaphylaxis medication with them provided the parents have turned in health service form, "Parent's Request for Giving Medication at School", AND the physician indicates this need under the comments.

**Parent's Request for Giving Medication at School**

Every effort should be made to administer medication at home, as it does represent a disruption in the student's school day. Okmulgee Public Schools’ policy does not permit the administration of medication during the school day, except by written directions from the physician and parent. If a child's physician feels that it is necessary for him/her to take medication at school, the parent must submit the completed form to the school. (A new form must be completed on each change of medication including dosage change and renewed each school year.)

All prescription medication except a prescription for an inhaled asthma medication or anaphylaxis medication, will be administered by the school nurse, principal, or designated staff member in the nurse's office or the principal's office. Further exceptions to this requirement may be made only by a student’s IEP or Section 504 team or by a school health team.

**Administration of Medication to Students (Grades K-8)**

The purpose of this section is to define the procedure to be followed in administering medication to students in grades K-8.
Prescription medication: Medication may be administered upon written authorization from a parent and a physician. Prescription medication must be in a pharmacy container, properly labeled by a pharmacist, with the following information provided:

- a. Name of student
- b. Current date
- c. Name of drug
- d. Dosage
- e. Time to be administered
- f. Physician's name
- g. Pharmacy name and telephone number

Requests from parents to increase dosage of any medication beyond that listed on the label will not be honored without written confirmation from a physician.

All medication administered by school personnel will be kept in the office of the school nurse or principal. A locked cabinet or a reasonably secure locked area will be provided for the storage of medication. All school personnel may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. A public school shall permit a student to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian or physician. The school shall keep on file the written authorization of the parent or guardian of the student to administer medicine to the student or to apply sunscreen on the student.

If the nurse is in the building when the medication is brought to school, the parent or student should take the medicine and appropriate authorization note to the nurse so any questions can be asked about the medicine while the parent or student is present.

The principal will designate two other persons, in addition to the nurse, to administer medication. These persons will be oriented by the nurse and keep informed of any special circumstances or health problems pertaining to any student's medication needs.
Each medication given, authorized with the proper written note, will be recorded on a **medication log**. Columns to check on the log include: student's name, medication name, date, time given, and the person administering medication.

The school nurse, when necessary and appropriate, will inform the involved school personnel of the potential benefits and side effects of medication when that medication may affect behavior, physical ability, or when there may be a potentially harmful reaction.

Persons administering medication should attempt to comply with parent's requests. For incidents of major concern or questions regarding the administration of any medication, a parent/guardian will be contacted and the nurse's professional discretion will be used to determine if the administration is in keeping with the health and well-being of the student and sound medical practice.

**Administration of Medication to Students (Grades 9-12)**

The purpose of this section is to define the procedure to be followed in administering medication to students in grades 9-12.

All medications will be registered with the school nurse or in the principal's office. A "permission to carry" medication card is issued to the students (with a record kept in the nurse's office who is allowed to carry his or her medication in a properly labeled container). The school nurse, in consultation with the principal, may refuse permission for a student to take or be in possession of either a prescription or non-prescription medication that is considered to be deleterious to the health and well-being of the students and not in keeping with sound medical practice. In cases where a student is not allowed to carry his or her own medication, the policies as outlined for grades K-8 will be used.
Prescription medication: Medication brought by students to be registered in the office must be in a pharmacy container, properly labeled by a pharmacist, with the following information provided:

a. Name of student  
b. Current date  
c. Name of drug  
d. Dosage  
e. Time to be administered  
f. Physician's name  
g. Pharmacy name and telephone number

Non-Prescription medication: Medication brought by students to the office must be in the original container, with a proper company label, containing clearly the name of the drug and directions for administering.

The school nurse, when necessary and appropriate, will inform the appropriate school personnel of the potential benefits and side effects of medication when that medication may affect behavior, physical ability or when there may be a potentially harmful reaction.

For incidents of major concern or questions regarding the administration of any medication, a parent/guardian will be contacted and the nurse's professional discretion will be used to determine if the administration is in keeping with the health and well-being of the student and sound medical practice.
The following policy and procedure has been set forth to safeguard the students and personnel from an epidemic or spread of head lice. The “one treatment and back to school” approach is effective and will minimize loss of educational opportunities.

BACKGROUND

Head lice eggs, usually called nits, are found by close examination of the hair. Adult lice deposit their eggs on the hair shaft close to the scalp where it is warm, usually ¼” - ½” from the scalp. The nits are attached with a cement-like substance making them very difficult to remove. Nits must have temperatures above 71.6 F to incubate and hatch. Meaning, the nits must be ½” or closer to the scalp to hatch or to be viable. After hatching the shell of the egg may remain attached to the hair shaft.

Head lice cannot jump or fly. They must crawl from one person to another, or use an object such as a hairbrush or pillow as a transmission mode. Transmission occurs in 2 ways:
1) by coming into direct contact with lice;
2) by direct contact with an object that has been in contact with an infested person’s head - for example: hats, coats, scarves, clothing, combs, brushes, pillows and bedding, upholstered furniture, car seats, book bags, etc.

Lice can be found on persons of any age, race, gender or socioeconomic class. Head lice are not necessarily an indicator of poor personal hygiene. They can infest people with any length of hair. Head lice have not been associated with the transmission of any communicable disease.

SCREENING

Each school site will have at least four persons on staff who are trained to screen children for head lice. The school nurse or public health nurse should be available to hold a training session at the beginning of the fall semester to train personnel on how to screen for head lice and nits and how to educate parents on treatment and removal.

INFESTATION

If a child is found to have head lice the parents should be contacted and ask to meet with the school representative of that site when he/she picks up the child. The representative should give
the educational materials detailing proper treatment and methods of removal. The parent should understand that the child is expected to return to school the following day after shampoo treatment has been accomplished.

RETURNING TO SCHOOL

When a child has been sent home for head lice treatment, the parent must be present the following day with the student for a re-check and remain with the student until the child has been cleared for re-entry. The trained lice representative for that site will re-check the child. If significant improvement has occurred and NO LIVE LICE are found, the staff member will allow the student to re-enter school. A note from a medical care provider/nurse is NOT necessary to allow the child to re-enter school. The parent must continue daily nit combing and the trained school staff should perform a re-check in 7-10 days to ensure the child remains free of lice.

However, if the infestation is still a problem, the staff member should work with the parent, with more instructions on removal. The parent must understand that the child is expected to return to school the following day. The following morning staff members should screen for live lice only. Parents should bring an empty bottle of lice shampoo to school the following morning to show compliance.
STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this Policy is to implement the requirements of the Diabetes Management in Schools Act (“Act”), Okla. Stat. tit. 70, § 1210.196.

Definitions

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

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school.

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“School nurse” means a certified school nurse, a registered nurse contracting with the District or a public health nurse.

“Volunteer diabetes care assistant” means a District employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this Policy and state law.

Policy

Any District employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.
A personal health care team will develop a written Diabetes Medical Management Plan ("Plan") for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more District employees willing to serve as a volunteer diabetes care assistant ("Assistant") to assist the student with diabetes care as provided in the student’s Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The District will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or Assistant.

District personnel will request that the parent provide written authorization for the school nurse or Assistant to have access to the student’s physician at all times. The District will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an Assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student’s blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
• Recognizing complications that require the Assistant to seek emergency assistance; and
• Understanding the recommended schedules and food intake for the student’s meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student’s schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the District will provide each District employee responsible for supervising or transporting a student with diabetes a form with the following information:

• Student’s name;
• Telephone number of a contact person in case of an emergency involving the student; and
• Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any District employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this Policy, a student may attend to the management of his or her diabetes, which may include:

• Performing blood glucose level checks;
• Administering insulin through the student’s insulin delivery system;
• Treating hypoglycemia and hyperglycemia;
• Unless changed in accordance with this Policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and
• Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.
Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this Policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The District is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No District employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No District employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this Policy. Any employee acting in accordance with this Policy and law will be immune from civil liability unless the employee’s actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an Assistant.
STUDENT DRESS CODE

School Uniform Dress Code

The following school uniform dress code will be required during regular school hours, on school days. During extra-curricular activities in the evening or weekends the standard school dress code applies (School uniform not required). All college concurrent and Career-Tech students must be compliant with the uniform policy before returning to the Okmulgee Public School campus.

Lower garments-

1. Khaki or black colored slacks, shorts, skirts, or capri pants;
2. Dress belt in black, brown, tan, or cordovan.

- “Khaki” in this case means TAN or BEIGE in color
- Lower garments must be worn at the waist line (no sagging)
- PANTS MUST BE SNUG-- no more than two fingers width may be between waistline and body
- Pant length must be no higher than 1” above the ankle or longer than the top of shoe (proper formal dress length) and may not be tucked into socks
- Shorts and skirts cannot be more than 6” above knee or a dollar bill length above knee
- Capri pants must be of a formal dress style (no pajama, spandex, leggings, jeggings, or casual style capris)
- No slits or holes allowed
- All lower garments must have belt loops (no draw-string garments or elastic garments)

Upper garments-

1. Polo style shirt with a collar;
2. Solid colors only in red, gray, black or white;
3. No commercial logo allowed;
4. Shirts must be tucked;
5. Long or short sleeve is acceptable.
Under garments-

1. Underpants must not be visible (shirt tucked with belt worn);
2. Undershirts may only be of solid color in red, gray, black or white;
3. Girls’ hosiery or leggings must be either black, white, or tan, in solid color only.

Outerwear-

Outerwear described below is not part of the school uniform but may supplement the uniform in winter months or for those students of cold nature.

1. No accessories or flair are allowed with school uniform (bowties, ties, suspenders, etc.);
2. Zippered or pull over hoodies and sweaters may be worn in class; no hoods may cover the head while indoors);
3. Polo shirt must be underneath;
4. Red, gray, black or white colors, no commercial logos;
5. All other winter garments (jackets, coats, etc.) are to be removed and stored in school lockers or other designated area before entering class.

Game and Spirit Days-

1. On days designated by school administration as “Spirit Days” (usually a Friday) the school uniform shirt may be substituted with an Okmulgee Bulldog T shirt. Jeans may be worn (no holes in jeans) on Spirit Days only.
2. Only players may wear athletic jerseys with khaki/black lower garments, on game days specified by the Principal;
3. Cheerleader uniforms are permissible on game and cheer days, when approved by the Principal, for all Okmulgee Public School, OJF and community cheer squads;
4. District or building principals may implement an occasional spirit day in which the uniform shirt may be substituted with an Okmulgee Bulldog tee shirt (Khaki/black lower garments still apply).

Miscellaneous-

1. New students will have a five (5) day grace period to comply with uniform policy;
2. Any student after grace period will be sent home for non-compliance. Such students may change clothes and return to school, or a parent may bring the required uniform to the school. Communication with parents will occur from the school office in these situations;
3. Students with disabilities may be exempt from certain portions of the school uniform requirements as identified in their IEP;
4. Primary school students only are exempt from the belt and belt-loop requirement, and Primary School girls may additionally wear jumper-dresses.

**Standard School Dress Code**

Proper dress, grooming and cleanliness are an integral part of the educational function. This dress code is designed to present those associated with the Okmulgee Public Schools to their best advantage and is applicable to all students.

1. **Grooming** – Cleanliness of hair, body and clothing is required.
2. **Hair** – Length of hair and sideburns is left to the individual’s discretion but must be styled in a reasonably modest way so it will not cause distraction to others in the classroom.
3. **Clothing and Accessories**– Styled in a fashion generally accepted in the community as being in good taste and not distracting to others.

   a. **Unacceptable Clothing**
      1) Shorts or skirts which are not within six inches of the knee when in a kneeling position;
      2) Muscle shirts, see-through tops, halter tops, or tops which are bare shouldered;
      3) Tops that do not touch the lower garment at all times thus exposing the bare midriff skin;
      4) Tops with excessively low necklines;
      5) No boxer shorts as outer garments.

   b. **Caps, hats, hoods or other similar head coverings shall not be worn to class or within the school building unless prescribed by a**
physician, previously approved by the school’s administration for religious reasons, or approved by the school’s administration for a special school activity.

c. Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

4. The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:

   a. Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit or sexually suggestive messages;

   b. Symbols, mottoes, words or acronyms advertising tobacco, alcohol or illegal drugs or drug paraphernalia;

   c. Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identify a student as a member of an organization that professes violence or hatred toward one’s fellow man.

* Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.

5. All students participating in approved school activities are expected to comply with required dress and personal appearance demands of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor may be denied participation in the activity or to represent the school during that function.

This code allows each student to express his or her individuality within the bounds of good taste. Enforcement is the responsibility of the students through their Student Council committee, teachers in classroom situations, counselors and all administrative personnel.
Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety & Bullying Prevention Act, Okla. Stat. tit. 70, § 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, bullying and threatening behavior in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

The District’s student conduct code prohibits harassment, intimidation, bullying and threatening behavior. This Policy further explains the negative effects of that behavior, seeks to promote strategies for prevention and education, establishes a procedure for investigating alleged incidents of prohibited behavior and establishes a post-investigation procedure that may include recommendations for community mental health care options and requests for disclosure of student mental health care information.

Statement of Board Purpose in Adopting Policy

The Board of Education recognizes that any pattern of harassment, intimidation, physical acts, verbal or electronic communication and threatening behavior causes serious educational and personal problems, both for the student-victim and the initiator. The Board observes that this conduct:

- Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;

- Substantially disrupts school operations by interfering with the District’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school’s efforts to prepare students for productive lives in the community as they become adults;

- Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of harassment, intimidation, bullying and threatening behavior towards student-victims simultaneously supports the District’s primary and substantial interest in operating schools that foster and promote academic achievement;
• Substantially interferes with school compliance with federal law that seeks to maximize the inclusion of students with disabilities and hinders compliance with Individualized Educational Programs containing goals to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;

• Substantially interferes with the District’s mission to advance the social skills and social and emotional well-being of students. Targets of harassment, intimidation, bullying and threatening behavior are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from harassment, intimidation, bullying and threatening behavior; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;

• Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts; and

• Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Harassment, intimidation, bullying and threatening behavior often involves expressive gestures, written or verbal expression, electronic communication or physical acts that are sexually suggestive, lewd, vulgar, profane or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim’s or bystander’s ability to concentrate, retain instruction and study or to operate free from the effects of harassment, intimidation, bullying and threatening behavior. This results in a reluctance or resistance to attend school.

**Definition of Terms**

A. Harassment, Intimidation and Bullying:

The *School Safety & Bullying Prevention Act* defines the terms “harassment, intimidation and bullying,” as including, but not limited to, any pattern of harassment, intimidation, threatening behavior, physical acts, written or verbal expression, electronic communication, gesture, or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student’s property;
3. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

B. Electronic Communication

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer.

The District prohibits harassment, intimidation, bullying and threatening behavior by electronic communication, whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

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

C. Threatening Behavior

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

D. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

E. General Display of Bullying Acts

Bullying, for purposes of this section of the policy, includes harassment, intimidation and threatening behavior and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the
frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

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

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

3. **Social Bullying** includes harm to another’s group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.

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

Such conduct may also constitute sexual harassment, which is also prohibited by the District.

**Understanding and Preventing Student Harassment, Intimidation, Bullying and Threatening Behavior**

A. Student and Staff Education and Training

All staff will be provided with a copy of this Policy. All parents, guardians, staff volunteers and students will be provided a summary of the Policy and notice that a copy of the entire Policy is available on request within each school site. The District policy will be a part of each site parent and student handbook. The District requires annual for all staff regarding identification of behavior constituting student harassment, intimidation, bullying and threatening behavior and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of student harassment, intimidation, bullying and threatening behavior, the District’s prohibition of such conduct and the reasons why the conduct is destructive, unacceptable and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. The District’s Safe School Committees

The District’s Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, bullying and threatening behavior, each Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, bullying and threatening behavior and understanding and identifying bullying behaviors. In addition, each Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen...
communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives each Committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.

**Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, bullying or threatening behavior. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form to be completed by the student.

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

**Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, bullying or threatening behavior. All employees shall encourage students who tell them about such acts to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events shall complete reports and submit them to the employee designated by the principal to receive them. Staff members who hear of incidents that may, in the staff member’s judgment, constitute harassment, intimidation, bullying or threatening behavior, will report all relevant information to the building principal or designee.

**Investigating Alleged Incidents of Student Harassment, Intimidation, Bullying and Threatening Behavior**

Staff members designated by each principal building shall investigate all reported incidents of harassment, intimidation, bullying or threatening behavior and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may include discipline, referral to the school counselor, referral to community mental health care providers, student social skills training and other actions. In addition, designated staff members will also determine the severity of confirmed incidents and assess their potential to result in future violence. Those staff members shall promptly report their findings to the building principal and other appropriate staff members.

**Post-Investigation Recommendations**
A. Community Mental Health Care Options

When designated school personnel confirm an incident of student harassment, intimidation, bullying or threatening behavior, they may also determine that it is appropriate to recommend that the student and parent take advantage of available community mental health care options in an effort to provide additional student assistance and prevent the recurrence of further incidents. If so, designated school personnel will advise the parent in writing of such options available in the community and surrounding area.

B. Disclosure of Student Community Mental Health Care Information

Pursuant to the requirements of state law, the District may request the disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students or school personnel. The District will make any request for disclosure in compliance with applicable state and federal laws and regulations.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

Parental Responsibilities

Parents/guardians will be informed in writing of the District’s program to stop intimidation, harassment, bullying and threatening behavior. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. An administrative response to a reported act of intimidation, harassment, bullying or threatening behavior may involve certain actions to be taken by parents. Parents will be advised that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

**Student Transfers**

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district’s transfer policy.

**Monitoring and Compliance**

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

A copy of this policy will be submitted annually to the State Department of Education.
LOCKER SEARCH AND SEIZURE

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school policies, rules or regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items that should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover narcotics, dangerous drugs or other prohibited items concealed in school property assigned to students.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
STUDENT SEARCH AND SEIZURE

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

Reasonableness

A. The decision to search must be based upon a reasonable suspicion that

1. a violation of the law or school rules has occurred or is occurring;
2. the student to be searched has committed the violation; and
3. particular evidence of the violation will be discovered in the search.

B. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

1. the student's age, history, and record in school;
2. the prevalence and seriousness of the suspected violation;
3. the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
4. the need to make a search without delay and further investigation;
5. the specificity and source of the information used as justification for the search; and
6. the particular teacher or school official's experience with the student.
Scope

A. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

B. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

Conducting a Search of a Student's Person

A. The search shall be conducted by a person of the same sex as the person being searched.

B. Another authorized person shall be present as a witness, of the same sex if practicable.

C. No student's clothing, except cold weather outerwear, may be removed prior to or during the search. Students may be required to empty their pockets. Strip searches are prohibited.

Discovered Items

A. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

B. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Refusal to Submit to Search

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

Reports

The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis and result of the search.
STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES

A. Except as provided in Section B. of this Policy, a student may not possess a wireless telecommunication device while the student is on school premises or while the student is in transit to or from school on a school vehicle or while the student is attending any function sponsored or authorized by the student's school.

B. A student may possess a wireless telecommunication device with the prior written consent of both (1) a parent or guardian of the student and (2) the school principal upon a showing, including a statement from the student's doctor, that the student's possession of a wireless telecommunication device is required by a medical necessity. The written consent shall be valid only for the remainder of the school year in which it was obtained.

C. School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is in possession of an unauthorized wireless telecommunication device. School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is in possession of an unauthorized wireless telecommunication device shall have the authority to remove the wireless telecommunication device from the student's possession.

D. A student found to be in possession of an unauthorized wireless telecommunication device contrary to this policy may be suspended from school by the school principal for a period not to exceed the current school semester and the succeeding semester.

E. The written consent for possession of a wireless telecommunication device shall be maintained in the student's file. Teachers shall be notified of those students who are authorized to possess a wireless telecommunication device.
"HAZING"

1. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

2. No organization having student members which is sponsored by the District or which is permitted to hold meetings or other events on District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

3. Students violating the prohibition in paragraph 2 shall not be permitted to participate in any extra-curricular activity sponsored by the District for a minimum of six (6) school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution.

4. Student Organizations, which violate the prohibition in paragraph 2, shall forfeit all rights, privileges, and recognition from the District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

5. This Policy shall be considered to be a part of the by-laws or other organizational rules of all District-sponsored Student Organizations.
RULES FOR STUDENTS REGARDING
ILLEGAL CHEMICAL SUBSTANCES, ALCOHOL AND TOBACCO

A. Illegal Chemical Substances, Alcohol and Tobacco

1. Use or possession of illegal chemical substances, alcohol and tobacco is wrong and harmful.

2. Students are prohibited from possessing, using, manufacturing, distributing, selling, purchasing, conspiring to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content at school, while on school vehicles, or at any school-sponsored event.

3. The term “illegal chemical substance” includes, but is not limited to (a) all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act; (b) all illicit drugs, such as prescription drugs obtained without authorization and prescription drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and/or are not being used to treat a current health condition of the student); (c) mood-altering substances such as paint, glue, aerosol sprays and similar substances and (d) mate coca (also known as mate de coca and Eritroxilecea coca), whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug use test.

4. Students are prohibited from possessing or using tobacco products at school, while on school vehicles, or at any school-sponsored event.

5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

6. Student violation of this rule that also constitutes illegal conduct will be reported to law enforcement authorities.

B. Necessary Medications

1. Students may not retain possession of and self-administer any medication at school except as otherwise provided by the District’s Administration of Medicine to Students Policy.
2. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

3. Violations of this rule will be reported to the student's parents by the principal and may result in discipline, which can include out-of-school suspension.

C. Distribution of Information

1. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

2. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.
STUDENT POSSESSION OF DANGEROUS WEAPONS

In order to provide a safe environment for the students and staff of the Okmulgee Public Schools, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the District.

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

For purposes of this Policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his/her person; (2) in his/her locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk
knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person’s consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this Policy may be suspended from school, barred from school property and all school
activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the principal or designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

a. Immediately investigate the matter and contact the police or campus security, if appropriate.

b. If not already confiscated by an employee of the District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.

c. Notify the Superintendent or designee.

d. Notify the student's parents.

e. Cooperate fully with the police.

f. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the District.
An exception to this Policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent, is required.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this Policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.
STUDENT BEHAVIOR AND DISCIPLINE

Discipline Code

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

1. Arson

2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material

4. Cheating

5. Conduct that threatens or jeopardizes the safety of others

6. Cutting class or sleeping, eating or refusing to work in class

7. Disruption of the educational process or operation of the school

8. Extortion

9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval

10. Failure to comply with state immunization records

11. False reports or false calls

12. Fighting

13. Forgery

14. Gambling
15. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

16. Hazings (initiations) in connection with any school activity

17. Immorality

18. Inappropriate attire

19. Inappropriate behavior or gestures

20. Inappropriate public behavior

21. Indecent exposure

22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

23. Obscene language

24. Physical or verbal abuse

25. Plagiarism

26. Possession of a caustic substance

27. Possession of obscene materials

28. Possession, without prior authorization, of a wireless telecommunication device

29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

30. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content

31. Possession of illegal and/or drug related paraphernalia;

32. Profanity
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

34. Theft

35. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts

36. Truancy

37. Use or possession of tobacco in any form

38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

39. Using racial, religious, ethnic, sexual, gender or disability-related epithets

40. Vandalism

41. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations

42. Vulgarity

43. Willful damage to school property

44. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)
The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, bullying and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student’s property;
3. place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District’s educational mission or the education of any student.

The Board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District’s plan to address it.

**Sample Disciplinary Options**

**Detention**

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

**Alternative In-School Placement**

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

**Corporal Punishment**

Corporal punishment is administered to students in grades pre-K through 8 according to the following policy:
Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.

- Corporal punishment will be administered by a certified staff member in an office or designated area and in the presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.

- A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. The report is to be signed by the staff member involved and the witness.

- Corporal punishment will not be administered to a student if the student’s parent or guardian notifies the school principal in writing that corporal punishment should not be administered to the student. In that case, an alternative consequence will be used with the student.

**Student Suspension**

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The District’s policy must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one (1) calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**
The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

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

A. Behavior or Conduct that May Result in Suspension:

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

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Okla. Stat. tit. 57, § 571. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.
6. In the event of a suspension for any of the reasons listed above, an education plan as discussed in Out-of-School Suspension Requirements below, shall be applicable for acts which fall within paragraphs 1. through 4. above. However, no education plan shall be necessary for acts that fall within paragraph 5., above.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances the District’s Superintendent or designee may modify the term of the suspension. Final
action as to any such suspension, including its term, remains with the Board of Education or a Hearing Officer appointed by the Board, pursuant to a timely appeal.

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

B. District’s Obligation Applicable to All Out-of-School Suspensions

Alternative In-School Placements

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

Students with Disabilities

THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.

C. Pre-Out-of-School Suspension Conferences

1. When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in Okla. Stat. tit. 57, § 571), the principal shall conduct an informal conference with the student.

2. At the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

E. Conferences with Parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative
options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

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

F. Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

G. Individualized Plans for Out-of-School Suspension

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The
plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

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

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

H. Records and Reports

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

I. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)

1. Right of Appeal: A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent and the Board of Education or a Hearing Officer appointed by the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education or the Board’s appointed Hearing Officer.

2. Method of Appeal to the Superintendent or Designee: An appeal can be presented by letter to the Superintendent.

3. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.

4. The Superintendent or designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
5. At the conference, the Superintendent or designee will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or designee if he/she understands the rule and the charges against the student.

6. At the conclusion of the conference the Superintendent or designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education or a Board-appointed Hearing Officer. If the parent is in agreement with the decision of the Superintendent or designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education or the Board’s Hearing Officer

1. An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education.

2. If no appeal is received within five (5) days after the decision of the Superintendent or designee is received by the parent or student, the decision of the Superintendent or designee will be final. A direct appeal to the Board or Board-appointed Hearing Officer requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

Hearing the Appeal

1. The Board will hear the appeal as soon as possible or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer’s decision, is final and nonappealable.

2. The parent and student will be notified in writing of the date, time and place of the hearing.

3. The parent and student will have the right to an "open" or "closed" hearing, at their option.

4. Reasonable efforts will be made to accommodate the work schedule of parents.

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

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

b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President or Hearing Officer should advise the parents/child:
   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
   c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
   d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
   e. That the parents/child may ask any questions about the procedure.

3. Following presentation of 1. and 2. above, all administration witnesses and documents should be presented subject to cross-examination.

4. Parents/child may call any witnesses and present any documents subject to cross-examination.

5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.


7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-
school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board when rendering a decision.

**Attendance at School Pending Appeal Hearing**

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

1. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or

2. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**J. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)**

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

**Right of Appeal**

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

Method of Appeal to a Committee

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

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

Hearing the Appeal

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

2. The Superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the
principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent.

5. The decision of the committee shall be final and nonappealable.

K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

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

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.
REGULATION – Suspension Hearing Officer
121914

Regulation concomitant with Board Policy 4018:

Board Policy 4018 on Student Discipline provides that the Board of Education may, at its discretion, appoint a designated Hearing Officer in lieu themselves of acting as the Hearing Panel for student suspensions. This option is also in accordance with state law.

The Board of Education hereby appoints, in its stead, as Hearing Officer for student suspension appeals, the following individuals:

a) Jeremy Ramsey
b) As stipulated by the Superintendent

The Superintendent, upon being notified in writing of a request for appeal from the affected student’s parents, shall select at his prerogative, one of the two hearing officers to hear the appeal. The Superintendent’s decision as to the selection of appeal officer is final.

The hearing officer will contact the parents within five school days to inform them of the process and their rights and options during the hearing procedure.

The hearing officer will conduct the hearing in accordance with school board policies and state law. In all cases, the decision of the Hearing Officer is final.
GUN-FREE SCHOOLS STUDENT SUSPENSION

Definitions

For the purposes of this Policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

2. The term "chief administrative officer" means the Superintendent or the Board of Education of the District.

3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased or rented by the School District, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Policy

It is the policy of the Okmulgee Public Schools that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one year.

Any out-of-school suspension imposed under this Policy may be modified for any student on a case-by-case basis by the chief administrative officer of the School District.

Enforcement of this Policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this Policy.

Any out-of-school suspension initiated pursuant to this Policy shall be subject to the procedural safeguards set forth in the School District's Student Behavior and Discipline policy.
The District may provide education services through an alternative school setting, home-based instruction, or other appropriate setting. For an out-of-school suspension the principal or other appropriate school personnel may prepare an Education Plan to be implemented during the term of the suspension, to provide for the eventual reintegration of the student into school. The plan shall be complied with by the student's parents or legal guardian.

To the extent that this Policy is inconsistent with any other policy of this School District, then this Policy shall control.
DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

1. **Definitions**

For purposes of this policy, the following definitions apply:

(a) "Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

(b) "Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

(c) “Serious bodily injury” means bodily injury that involves –

(1) a substantial risk of death;
(2) extreme physical pain;
(3) protracted and obvious disfigurement; or
(4) protracted loss or impairment of the function of a bodily member, organ or mental faculty.

(d) "Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.
(e) “School day” means any day, including a partial day, that children are in attendance at school for instructional purposes.

2. **Case-By-Case Determination**

   District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the District’s code of student conduct.

3. **Short-Term Disciplinary Removal**

   District personnel may remove a child with a disability who violates the District’s code of student conduct from the child’s current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

   A change of placement occurs if --

   (a) the removal is for more than ten (10) consecutive school days; or

   (b) the child has been subjected to a series of removals that constitute a pattern.

   Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

   (a) the series of removals total more than ten (10) school days in a school year;

   (b) the child’s behavior is substantially similar to the child’s behavior in previous incidents that resulted in the series of removals; and
(c) such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

4. **Educational Services During a Short-Term Disciplinary Removal**

   The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

   After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with the child’s special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child’s IEP or Section 504 Plan.

5. **Notification**

   On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a child with a disability because of a violation of the District’s code of student conduct, District personnel will notify the child’s parents of the decision and provide the parents of children who are eligible for special education and related services under the IDEA with a copy of the District’s *Parents Rights in Special Education: Notice of Procedural Safeguards* form. District personnel will provide the parents of children who are eligible for special education and related services only under Section 504/Title II with a copy of the District’s *Section 504 Information and Procedural Safeguards* form.

6. **Special Circumstances**
District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child --

(a) carries or possesses a weapon at school, on school premises, or to or at a school function;
(b) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or
(c) has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

7. Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District’s code of student conduct, the child’s IEP or 504 team will meet to review all relevant information in the student’s file, including the child’s IEP or 504 Plan, any teacher observations and any relevant information provided by the parents to determine --

(a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or
(b) if the conduct in question was the direct result of the District’s failure to implement the IEP or 504 Plan.

The conduct will be determined to be a manifestation of the child’s disability if the child’s IEP or 504 team determines that a condition in either (a) or (b) of this paragraph was met.
If the child’s IEP or 504 team determines that the conduct in question was the direct result of the District’s failure to implement the IEP or 504 Plan, the District will take immediate steps to remedy those deficiencies.

8. **Determination that Behavior Is a Manifestation of the Child’s Disability**

   If the IEP or 504 team determines that the conduct was a manifestation of the child’s disability, the team will either –
   
   (a) conduct a functional behavior assessment, unless the District had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the child; or
   
   (b) if a behavior intervention plan already has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior.

   Except as provided in section 6 of this policy, the IEP or 504 team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavior intervention plan.

9. **Determination that Behavior Is Not a Manifestation of the Child’s Disability**

   If the behavior that gave rise to the violation of the District’s code of student conduct is determined not to be a manifestation of the child’s disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

10. **Educational Services During a Long-Term Disciplinary Removal**

    During a long-term disciplinary removal, a child eligible for special education and related services under the IDEA will --

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(a) continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child’s IEP; and

(b) receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child’s IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

During a long-term disciplinary removal, a child eligible for special education and related services only under Section 504/Title II will receive educational services to the same extent that a child without disabilities would receive educational services during a disciplinary removal for the same offense.

11. Appeal to Hearing Officer Under the IDEA

The parent of a child eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may –

(a) return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child’s behavior was a manifestation of the child’s disability; or
(b) order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a child with a disability from school or change the child’s current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

12. Providing Records to Disciplinary Decisionmaker

If the District initiates disciplinary procedures that would constitute a change of placement for a child with a disability, District personnel will ensure that the child’s special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.
ATTENDANCE, TRANSFER AND PLACEMENT OF STUDENTS
SUSPENDED OR REMOVED FROM SCHOOL OR ADJUDICATED OR CONVICTED

The Board of Education of the Okmulgee Public Schools, in the interest of maintaining an appropriate educational environment, student discipline and the safety and well-being of all students and employees, adopts the following policy prohibiting the enrollment or the approval of a transfer of any student who is under suspension from another school (public or private) and excluding certain students from the regular school setting.

A. Students Suspended by Another School

The School District will prohibit any student who is under suspension from another school (public or private) from enrolling in the School District (hereafter the "Prohibition Term"). This prohibition includes students who establish or attempt to establish a bona fide residency within the School District either before or during their suspension from another school.

Any student subjected to a Prohibition Term pursuant to this Policy may appeal that decision to the Superintendent or designee by requesting an appeal within 48 hours of the student's notice of the decision. Any student dissatisfied with the decision of the Superintendent or designee may appeal that decision to the Board of Education by requesting such an appeal within 48 hours of the student's notice of the decision. Student appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to timely appeal a decision imposing a Prohibition Term waives all rights to further challenge such decision. On appeal, both the Superintendent or designee and the Board of Education will consider the following issues: (1) whether the student is under suspension from another school and (2) the reason for the suspension.

If the student was suspended from another school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, then the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term, except as otherwise provided in Section C. of this Policy.

If the student was suspended from another school for other than a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, then the Superintendent or designee and the Board of Education will also consider (3) whether the length of the suspension and any conditions imposed pursuant to the suspension are consistent with the School District's suspension...
policy for the same or similar offenses. If the answer to (3) is in the affirmative, the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term. If the suspension imposed upon the student is found to be inconsistent with the School District's student suspension policy or practices for similar offenses, then the Superintendent or designee and the Board may consider modifications to the Prohibition Term and/or the conditions associated with that Prohibition Term to make the Prohibition Term consistent with the School District's suspension policy or practices. The student will be eligible to enroll following expiration of the Prohibition Term, as modified.

B. Students Seeking a Transfer

The School District will not approve a transfer of any student who is under suspension from another public school district at the time of the student's proposed transfer.

C. Students Adjudicated, Convicted or Removed from School by Administrative or Judicial Process

The School District will not provide education services in the regular school setting to any student who has been adjudicated as a delinquent or convicted as an adult of an offense defined in Okla. Stat. tit. 57, § 571 as an exception to a nonviolent offense or who has been removed from a school (public or private) by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, until the School District determines that the student no longer poses a threat to self, other students or faculty. Until the School District determines that the student no longer poses a threat to self, other students or faculty, the School District will provide education services to the student through an alternative school setting, home based instruction or other appropriate setting.

If the School District provides education services to such student at a District school facility, the District shall notify any student or faculty victims of such student, when known, and ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided that the victim notifies the District of the victim’s desire to refrain from contact with the offending student.

Any student excluded from the regular school setting pursuant to this Policy may appeal that decision to the Superintendent or designee by requesting an appeal within 48 hours of the student's notice of the decision. Any student dissatisfied with the decision of the Superintendent or designee may appeal that decision to the Board of Education by requesting such an appeal within 48 hours of the student's notice of the decision. Such appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to timely appeal a decision excluding a student from the regular school setting waives all rights to further challenge such decision.
On appeal, both the Superintendent or designee and the Board of Education will consider the following issues: (1) whether the student has been (a) adjudicated as a delinquent or convicted as an adult of an offense defined in Okla. Stat. tit. 57, § 571 as an exception to a nonviolent offense or (b) has been removed from school by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students; and (2) whether the student poses a threat to self, other students or faculty. If the answers to (1) (a) or (b) and (2) are in the affirmative, the student's exclusion from the regular school setting will be upheld. If the answer to either (1) (a) and (b) or (2) is in the negative, the student will be immediately eligible to return to the regular school setting.

The provisions of Section C of this policy do not apply to students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act. In determining the placement of such students, the School District will follow state and federal law and regulations.
EXTRACURRICULAR ACTIVITIES

The ability of a student to participate in extracurricular activities is a privilege that is conferred and is not a matter of right. Coaches and activity sponsors have the right to establish written rules of conduct and training rules that are reasonably related to the activity. Examples of such rules of conduct and training rules may include, but are not limited to, prohibitions on the consumption of or participating in the consumption of alcohol, tobacco or illegal chemical substances. Such rules may require the maintenance of good citizenship and prohibit illegal acts.

There are no due process rights conferred in connection with the promulgation of rules by coaches and activity sponsors and the disciplining of students in violation of such rules in connection with extracurricular activities and athletic events. The athletic department in general and coaches and activity sponsors specifically may adopt written standards for eligibility for participation in extracurricular activities that have a reasonable relationship to the activity.

For purposes of this Policy “extracurricular activities” include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. The Superintendent or designee may, in addition to coaches and activity sponsors, implement any of the provisions of this Policy.

In addition to the foregoing, coaches and sponsors of extracurricular activities may, as part of their rule making process, establish minimum academic requirements for participation in such activities, including the maintenance of minimum grade levels and the maintenance of attendance standards.

Section IV – Page 85
STUDENT RECORDS

Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The Board of Education authorizes the Superintendent to inform parents, students and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following definitions apply:

1. Student - Any individual who attends or has attended a program of instruction sponsored by the Board of Education of the School District and for whom it maintains education records.

2. Eligible student - A student who has reached age 18 or is attending a postsecondary school.

3. Parent – A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. The District will assume that either parent has a right of access to records regardless of custody orders unless the District has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the District to prevent parent access to student records.
4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by the District or a party acting for the District, except:

a. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

b. Records of a law enforcement unit of the District, but only if education records maintained by the District are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.

c. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a District employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)

d. Records on an eligible student that are:

   (i) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
(ii) Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

(iii) Disclosed only to individuals providing the treatment.

e. Alumni records that relate to the student after he or she no longer attends classes provided by the District that are not directly related to the individual as a student.

f. Grades on peer-graded papers before they are collected and recorded by a teacher.

6. Personally identifiable information – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the District reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student’s social security number, student number or biometric record; and other indirect identifiers such as the student’s date of birth, place of birth and mother’s maiden name.

7. Dates of attendance -
a. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.

b. The term does not include specific daily records of a student’s attendance at an educational agency or institution.

8. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

**Annual Notice**

The District will notify parents and eligible students annually of their rights under FERPA by means of a District newsletter, newspaper notice, school handbook or individual notice.

The notice will inform parents and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.

2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights. The notice will also identify the procedure for requesting amendment.

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The District will also include in the notice its policy for disclosing education records to schools in which the student
subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

4. File a complaint with the U.S. Department of Education concerning the District’s alleged failure to comply with FERPA.

The District will arrange to provide translations of its annual notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

**The Right to Inspect and Review the Student’s Education Records**

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a child’s confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.

The District will not withhold a parent’s or eligible student’s right to inspect and review student records because of debts owed the District.
The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the school principals should offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

The District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

**Copies of Records**

The District will provide the parent with a copy of the student’s education records under the following circumstances:

1. If mutually agreed by both the parent or eligible student and the District.

2. If failure to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason,
such as working hours, the distance between record location sites or health, prevents a parent or eligible student from personally inspecting and reviewing a student's education record.

3. At the request of the parent or eligible student when the District has provided the records to third parties by the prior consent of the parent or eligible student.

4. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

The District will charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The District’s fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). The District will not charge for the costs of search and retrieval.

Types and Locations of Education Records in the District

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<thead>
<tr>
<th>TYPES</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
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<tbody>
<tr>
<td>Cumulative School Records (current students)</td>
<td>Building Site</td>
<td>Principal</td>
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<tr>
<td>Cumulative School Records (former students)</td>
<td>Building Site</td>
<td>Principal</td>
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<tr>
<td>Health Records</td>
<td>Building Site</td>
<td>Principal</td>
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<tr>
<td>Speech Therapy Records</td>
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<tr>
<td>School Transportation Records</td>
<td>Board of Education</td>
<td>Assistant Superintendent for Finance and Support Services</td>
</tr>
<tr>
<td>Occasional Records (Student Education Records not identified above, such as those in Superintendent's office, in the school attorney's office or in the personal possession of teachers.)</td>
<td>Board of Education</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>
**Directory Information**

The District designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student’s dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student’s photograph; and
12. The student’s electronic mail address.

The School District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent’s office in writing of any or all of the items they refuse to permit the School District to designate as directory information about that student within two weeks of receiving the notice. At the end of the two-week period, each student's records will be appropriately marked to indicate the items the School District will not designate as directory information.
directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Use and Disclosure of Student Education Records

District officials may release information from a student's education record if the student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

The District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The District will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. The District will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

A contractor, consultant, volunteer or other party to whom the District has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the District would otherwise use employees; is under the District’s direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and redisclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student’s enrollment or transfer. (Parents and students have a right to obtain copies of the records disclosed under this provision).

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older
specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.

4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.

5. The disclosure is to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

6. The disclosure is to accrediting institutions to carry out their accrediting functions.

7. The disclosure is to parents of eligible students if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student’s parents or the eligible student before making a disclosure under this provision unless:
   a. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
b. the disclosure is in compliance with any other subpoena issued for a law
   enforcement purpose and the court or other issuing agency has ordered that
   the existence or the contents of the subpoena or the information furnished
   in response to the subpoena not be disclosed;

c. the disclosure is in compliance with an ex parte court order obtained by the
   United States Attorney General (or designee not lower than an Assistant
   Attorney General) concerning the investigation or prosecution of an offense
   listed in the Patriot Act or an act of domestic or international terrorism as
   defined by law;

d. the District initiates legal action against a parent or student, the District may
   disclose to the court, without a court order or subpoena, the education
   records of the student that are relevant for the District to proceed with the
   legal action as plaintiff; or

e. the parent or eligible student initiates legal action against the District, the
   District may disclose to the court, without a court order or subpoena, the
   student’s education records that are relevant for the District to defend itself.

9. The disclosure is to appropriate parties in connection with a health or safety
   emergency if knowledge of the information is necessary to protect the health or
   safety of the student or other individuals. In making this determination the District
   may take into account the totality of the circumstances pertaining to a threat to the
   health or safety of a student or other individuals. If the District determines that
   there is an articulable and significant threat, it may disclose information from
education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. The disclosure contains only “directory information” as defined in this policy, and the parent or eligible student has not refused to allow the District to designate that item as directory information for the student.

11. The disclosure is made directly to the parent or eligible student.

12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

The District will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

Upon request, the student's parent or eligible student may obtain a copy of any records disclosed under this provision.

**Record of Requests for Access and Disclosures Made From Education Records**

The District will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The
District will maintain this record with the student’s education records as long as the records are maintained.

For each request or disclosure the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and
2. The party’s legitimate interests in requesting or obtaining the information.

The District will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the District disclosed the information.

As permitted by FERPA, the District may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. The District will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the District’s behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy;
2. The District makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the
District’s behalf and the legitimate interests each additional party has in requesting or obtaining the information; and

3. The District maintains a record of the names of State and local educational authorities and Federal officials and agencies that may make further disclosures of personally identifiable information from the student’s education records without consent and maintains this record with the student’s education records as long as the records are maintained.

**Procedures to Seek to Correct Education Records**

Parents and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. The District will not use this procedure to consider a request to change the grade a teacher assigns for a course.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure.

**First level decision** - When a parent of a student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a
simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

**Second level decision** - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent.

**Third level decision** - The Superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the school attorney or the Board of Education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the Superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The District's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing;
3. Instructions for the requester to contact the Superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

**Fourth level decision** - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent or designee will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the Superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent or designee will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent or designee will take one of the following actions:

1. If the decision is that the District will change the record, the Superintendent or designee will instruct the record custodian to correct the record. The record
custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the District will not change the record, the Superintendent or designee will prepare a written notice to the requester, which will include:
   a. The District's decision that the record is correct and will not be changed;
   b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and
   c. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the District's decision and/or the reasons he or she believes the record is incorrect.

   **Final administrative step in the procedure** - When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

**Complaints**

If a parent of a student, an eligible student or a citizen of the District believes that the District is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5091  
Telephone: (202) 260-3887
Availability of Policy

Copies of this Policy will be available for parent and eligible student review in the principal's office of each school building and in the Superintendent's office.
TRANSFER OF STUDENT RECORDS

Filing Student Records

Student records shall be kept current. They shall be filed in the office of the appropriate principal or the office of the superintendent. Each student's permanent record shall include standardized test records, activities, attendance and discipline records.

Transferring Student Records

The Board of Education expects principals to be prompt in furnishing transcripts of students when requested to do so by school officials.

When a school district in which a student is enrolled or is in the process of enrolling requests records of that student, this District shall, in compliance with state law, forward the records within three business days of receipt of the request. The records shall include a copy of the student's discipline records. Discipline records shall include all information that relates to a transferring student's assaulting, carrying weapons, possessing illegal drugs or alcohol, and any incident that poses a potentially dangerous threat to students or school personnel. Full disclosure of the student's records is expected.

The District shall not withhold student records based on a student's failure to return items to the District or for outstanding debts to the District.

Duplicate copies of student records shall be separate from the building where the original records are filed or shall be filed in a fireproof vault.
STUDENT ORGANIZATIONS: SPONSORSHIP AND EQUAL ACCESS FOR LIMITED STUDENT FORUMS

The Board of Education of the Okmulgee School District is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise benefit students and that District policies should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

**School-Sponsored Student Organizations**

1. The District may sponsor student organizations that the Board determines are in furtherance of and consistent with the educational objectives of the District and directly related to the District's curriculum ("school-sponsored student organizations").

2. An organization shall be considered to be directly related to the District's curriculum if it is: (1) an extension, expansion, or application of material taught in a class; or (2) part of or an adjunct to student government, carrying out special projects or responsibilities.

3. School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.

4. Application for District sponsorship shall be made by the proposed faculty sponsor and at least 10 students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure and provisions of a constitution or other document setting out organizational purpose and structure, subject to approval by the Superintendent.

5. After the proposed organization and its constitution have received preliminary approval from the Superintendent, the Board shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and, if requested, on an opinion rendered by the District's legal counsel that the proposed organization meets the standards of this policy.

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Independent Student-Organized Groups

6. The senior high schools of this District shall make facilities available for meetings of independent student-organized groups (that is, student groups that are not officially sponsored by the District as stated in Sections 1-5 above) subject to the following provisions. It is the District’s intent to create a limited open forum under the federal Equal Access Act for independent student-organized groups pursuant to this policy.

7. Meetings of independent student-organized groups may be held only during non-instructional time, including before or after school, during lunch hour (if there are no classes being conducted during the lunch hour) or other non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.

8. All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.

9. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

10. An adult monitor, who may or may not be a school employee, shall be present at all meetings. The school employee shall be present only in the capacity of monitor and may not participate in any form or fashion in the meeting.

11. Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, conduct, or regularly attend meetings.

12. If students wish to meet in independent student-organized groups under this Policy, they must file a request to meet with the building principal that lists: 1) the room in which they wish to meet and the time during which they will meet; 2) the name of one student who will serve as the contact between the group and school authorities; and 3) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this Policy and shall notify the student contact person of his or her approval or, if it does not meet the requirements of this Policy, the reasons for disapproval, within two days of receipt of the request to meet. Once permitted to do so, an
independent student-organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

13. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

14. Meetings of independent student-organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items.

15. It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the District. The District is neutral as to the content of these meetings in that the District does not direct or control the student-organized group.

**Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate**

16. The District shall provide annual notice to parents and guardians about school-sponsored student organizations in the student handbook and on the District’s website. The notice shall include at least a list of the names of the clubs or organizations; their individual missions or purposes; and the names of the faculty advisors.

17. If school-sponsored student organizations are created or formed after the annual notice is distributed, the District shall send supplemental notice through the District’s website or by any other means it deems appropriate. Like the annual notice, the supplemental notice shall specify at least the name of the organization, its mission or purpose and the name of its faculty advisor.

18. Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extracurricular school-sponsored student
organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.

19. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld their permission. Parents and guardians are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

20. Nothing in this Policy prevents a club or organization from meeting when a student who is not authorized to participate is present.

21. The District may, but is not required to provide annual (or supplemental) notice to parents and guardians about independent student-organized groups, as they are not groups directed or controlled by the District. If notice of such groups is provided, the notice shall indicate that the group is an independent student-organized group.
EXPENDITURE OF FUNDS BY SCHOOL CLUBS AND ORGANIZATIONS FOR WORKSHOPS, CLINICS AND CONVENTIONS

Students who are members of various school clubs and/or organizations are prohibited from obligating the District or District fund monies for enrollment to clinics, workshops and conventions without prior authorization from the appropriate administrative level.

Student clubs and organizations that have monies in their respective student activity accounts may use these funds for enrollment in clinics, workshops and conventions if authorized by both the faculty sponsor of the club and/or organization and the building principal.
1. Performing students shall comply with rules and regulations of the Oklahoma Secondary School Activities Association.

2. School performers shall be permitted to perform at school functions and school activities for civic, patriotic and educational organizations.

3. The uniforms required for the equipment of the school bands shall be the responsibility of the Okmulgee Public Schools, but contributions for such purpose may be accepted as gifts from organizations and individuals desiring to contribute thereto.

4. The schools shall be responsible for equipment and uniform selection.

5. All fund raising activities must be approved in accordance with the Board's Fund Raising Policy.

6. Students who have exceeded the ten-day activity rule will not be allowed to perform if it requires being absent during the school day.
1. The student must be in school a minimum of half a day, on the day of the contest, in order to be eligible to participate.

2. If a student is disqualified from a contest because of unsportsmanlike conduct or a flagrant foul, he/she may be prohibited from participation in the next contest.

3. All students participating must also be eligible according to the rules and regulations of the Oklahoma Secondary School Activities Association.

4. Students must be in compliance with the District's Activity Rule Policy.

5. For students enrolled in the ACE program, the following rules apply: High School eligibility will be based on grades and minimum progress. Each week will have a percentage of minimum progress for every class. This is based on number of days in the school year. The percentage can be based on the semester or the entire year dependent on whether it is a semester-long class or a year-long class.
==== PART I: OVERVIEW====

**Philosophy**

It shall be the purpose of this organization to promote and uphold school spirit and to develop positive relationships in the community and between schools during athletic events. The organization's goal is to work in harmony with the administration, faculty, band, athletic teams and other school organizations to promote a positive school climate.

All OSSAA Athletic Eligibility requirements and regulations apply to all participation.

**Membership**

Tryouts will be held and the candidates with the highest scores will be placed on the squads. The Varsity Cheerleading Squad will consist of no more than 20 Freshmen, Sophomores, Juniors and Seniors as per OSSAA regulations for maximum squad sizes for competition. The Junior High Cheerleading Squad will consist of a combination of 12 seventh and eighth graders.

**Mascots**

In addition to Cheerleading, the Spirit Leader Squad will incorporate the use of an official Mascot at the High School.

A. When more than one student expresses a desire to become the bulldog mascot, then mascot try outs will be conducted during spirit leader tryouts.
B. The mascot candidates MUST follow the same qualifications for eligibility to try out.
C. The mascot, once elected, must follow the Okmulgee Spirit Leader Policy.
D. The mascot shall perform at all football games. Spirit Leader sponsors/coaches will assign games and matches for the mascot during the winter sports season.

**Transportation**

A. Spirit Leaders will ride official school transportation to and from away games, competitions, or events.
B. A permission slip will be signed by all Spirit Leader parents before the start of away games giving his/her child permission to ride official transportation to and from events.

C. Permission to go home with a parent or guardian from an event for which Spirit Leaders rode official transportation will be given only if the Spirit Leader’s parent or guardian notifies the coach, in person, before leaving the event.

Uniforms

A. Uniforms are property of Okmulgee Public Schools.

B. All uniform items will be checked out to each squad member by the coach and will be receipted (or signed for) by the squad member. If the items are not returned in the same condition they were issued, the school will send an itemized bill to the parent or guardian. Failure to pay for or account for any missing uniform items may result in the appropriate legal action being initiated by the school.

C. Uniforms are not to be altered unless permission is given by the coach for the specific alterations. When permission is granted for alterations, fabric is NEVER to be removed from the uniform. Shortening of skirts and shells (or other alterations) without permission will result in the parent purchasing a new uniform.

D. All spirit leaders must pay a $75 uniform usage fee one week after try outs. **This is a nonrefundable fee.**

E. It is the responsibility of the Spirit Leader, parents, or guardians to pay for required supplemental items such as spirit leaders' shoes, briefs, socks, body suits, bows for hair, pom-poms, warm-ups, camp clothes and dance pants, and any other expenses that arise during the season.

F. Any and all uniform items or equipment purchased by fundraisers or any other method becomes the property of the District.

Eligibility

A. Grade Point Average

1. Spirit Leaders will follow rules stated by the OSSAA.

2. Academic eligibility MUST be maintained and will be monitored by the Okmulgee Athletic Department. Ineligibility results in no performance, although attendance at practice and games is still required.

B. Physical
1. All students selected for a spirit leader position shall have on file a current physical examination and parental consent certificate as prescribed by the OSSAA and signed by a physician.
2. To assure a Spirit Leader’s health is not at risk, the Board reserves the right to require any Spirit Leader to provide at any time, proof of health by a physician at the Board’s expense.

== PART II: EXPECTATIONS ==

Duties and Responsibilities

Leadership duties are designated by the coach. Duties will be assigned by the coach as they occur.

A. A partial list of duties may be assigned by the coach to the leaders as follows, with additional duties assigned at the discretion of the coach.
   1. Leading practices, stretching, jumps, etc
   2. Making spirit signs and banners for games
   3. Calling squad members if necessary
B. A Spirit Leader assigned a duty MUST be willing to accept and try ideas of other members on the squad.
C. A Spirit Leader assigned a duty MUST keep in constant contact with the coach and notify the coach of any problems in the area(s) of responsibility (ies) they have been assigned.
D. The coach will make the selection of captain(s) on the basis of leadership abilities.

Attendance Requirements

A. All Spirit Leaders are expected to attend every practice and performance. The Spirit Leaders must notify the coach ahead of time if they will be unable to attend.
B. Like all other OHS athletic programs, practices cannot be arranged around work schedules. The Spirit Leaders' work schedule MUST be arranged around practices. Demerits will be issued for missing practice/games due to work.
C. Like all other OHS athletic programs, practices cannot be arranged around concurrent schedules. Students should not schedule concurrent classes during practice time or game days. Demerits will be issued for missing practice/games due to concurrent classes.
D. When a Spirit Leader is absent from school or more than one-half of his or her classes on a game day, that student cannot cheer. The coach will make a decision on extenuating circumstances.

Training Camps or Clinics

A. Every Spirit Leader MUST attend Summer Camp.
B. Each Spirit Leader MUST be willing to bear the cost of camp clothes, shoes, briefs and the camp fee by designated deadlines. If the fees are not submitted on or before the deadline, then the Spirit Leader will be dismissed from the squad permanently, and an alternate will be contacted.
C. Exceptions to attending camp will be made only if tragic circumstances arise such as:
   1. A death in the family.
   2. The spirit leader has an illness or injury that would prevent the spirit leader from participating at camp, but with the proper treatment would be able to participate during the school year. In this case, a valid note of explanation, signed by a doctor MUST be submitted to the Spirit Leader Coach prior to the first day of camp.
D. Spirit Leaders will submit a summer schedule of their activities such as school, family vacations, church camp, job schedules, etc. by the time designated by the coach. The coach will determine the camp date and site by dates available by the majority of the squad.

Fund Raising

Each Spirit Leader MUST be willing to help plan, coordinate and work on fund raising activities which help provide financial support for all members of the squads. Each Spirit Leader MUST be willing to work during the entire time that a fund raising event is occurring. When adequate funds are not raised to pay the entire amount of fees, then each Spirit Leader must incur the expenses required.
Failure to make payments by designated deadline, will result in removal from the squad.

**Performance Standards**

Each member MUST be up to performance standards. If an individual has failed to work in their knowledge and expertise of the routine he or she will be unable to perform that routine in a performance. The Coach's discretion will determine who is up to performance standards.

Demerits will be issued in the event that a Spirit Leader is unable to perform due to performance standards.

==== PART III: FINANCIAL OBLIGATIONS ====

**Financial Responsibility**

Team members are responsible for the following costs:

- A. Summer camp / Training camps,
- B. Personal expenses,
- C. Clothing supplements such as: leggings, body suits, warm-ups, camp clothes, briefs, shoes, socks, ribbons, hair bows, pom pons, dance pants, rain jackets, sweatshirts, etc.
- D. A $75 uniform usage fee that is due one week after try-outs,
- E. Any other expenses that arise during the season.

Parents will be required to sign an agreement stating they will pay by the designated deadlines. Failure to make payments by designated deadline will result in removal from the squad. All payments are non refundable.

==== PART IV: SELECTION OF MEMBERS ====

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Qualifications for Try-outs

A. Candidate MUST have been enrolled and in Okmulgee School District for one entire nine-weeks grading period.
B. Candidates discipline record will be checked.
C. If a candidate has been removed 2 or more times from the classroom by suspension they will not be allowed to try out for a Spirit Leader position.
D. Candidate MUST meet the sign-up deadline.
E. Grades MUST meet standards set up by the Oklahoma Secondary Activities Association.
F. Candidate MUST have 5 teacher evaluations completed and returned to cheer coach before try outs.
G. Candidates MUST turn in a physical exam, medical release, insurance verification, and media release before the try out clinic date.
H. Candidate MUST attend the Parent Candidate Meeting with at least one parent or guardian.
I. The parent and candidate MUST sign an agreement acknowledging that the rules and obligations are understood and will be abided by with cooperation for the entire year.
J. Candidates MUST attend every day of the try out clinic and mock tryouts.
K. Candidate MUST attend tryouts.

Try-outs

A. Try-outs will be closed to the public.
B. The Spirit Leader Coach will contact and hire three experienced judges. The judges selected will reflect the ethnic makeup of the community if at all possible.
C. Judges will tally the scores and make sure there are no ties among the candidates.
D. Designated school personnel will make sure there are no ties among candidates.
E. If there is a tie, the candidates who are tied will perform the cheer/dance again for judges, who will then re-score the cheer/dance to break the tie.
F. Each candidate will be given his/her scores from the judges score sheets within one week after tryouts.
G. Following tryouts, Spirit Leaders and a parent/guardian MUST attend the Financial Deadlines and Fundraiser meeting. Failure to attend this meeting will result in permanent removal from the squad.
Alternates

A. Alternates are the candidates with the next closest scores to the Spirit Leaders elected.
B. Alternates for all squads (Okmulgee High School and Junior High) shall be announced.
C. The alternates must attend camps and practices and will incur all expenses of other Spirit Leaders.
D. The purpose of an alternate will be to fill in, when a Spirit Leader is not attending for any reason.
E. If a Spirit Leader is dropped from the squad for any reason, the alternate will take over in his/her spot.

==== PART V: CODE OF DISCIPLINE ====

In order to preserve the integrity of the team, a strict code of discipline will be enacted and upheld by all team members. Discipline records will begin the day the squads are posted. This will typically be the day of the tryouts. Discipline records continue until the day tryout clinic begins for the following year. (End of tryouts to beginning of next tryouts).

Demerits

A. A Spirit Leader is permitted no more than a total of 15 demerits per school year. Fifteen (15) demerits will result in removal from the squad for the remainder of the school year.

B. Classification and number of demerits:
   1. Lack of serious approach to practice .........................................................2
   2. Late for practice or performance (unexcused) ...........................................2
   3. Late for practice or performance (excused) ..............................................*
   4. Absence from practice (unexcused) ..........................................................4
   5. Absence from practice (excused) ..............................................................*
   6. Absence from performance (unexcused) .................................................6
   7. Absence from performance (excused) .......................................................*
   8. Gum chewing while spirit leading .........................................................2
   9. Incorrect or No Uniform on required days .............................................4
Including fingernails painted, bow, or socks

10. Jewelry ................................................................. 2
11. Improper conduct .................................................. **
12. Profane language or obscene gestures .................................. 6
13. Unnecessary conversation with crowd or team .................................. 2
14. Leaving during game (unexcused) ........................................ 6
15. Insufficient knowledge of cheers, etc. at game or other events .................. 3
16. Unnecessary discussion among Spirit Leaders .................................. 2
17. Being out of formation at the time a cheer or chant is called .................. 2
18. Late at half-time or at any event or between quarters .................. 2
19. Unsportsmanlike manner or attitude (not profane or obscene) .................. 3
20. Leaving or missing a fund raiser (unexcused) .................................. 5
21. Not upholding duties and responsibilities .................................. 2
22. Cell phone usage during performance or practice .................................. 2
23. Inappropriate use of social media, i.e. Facebook or Twitter .................. 4

C. Excused absences will be given for illness, death in the family, severe illness in the immediate family and religious observance and related travel (with advance notice).
D. Unexcused absences will be given for missed practice without notification, work and other outside activities not related to school. This includes concurrent enrollment.

*No demerits will be given for excused absences until the third absence, then the Spirit Leader will receive 3 demerits for that absence and all subsequent absences except in cases where there is a doctor's statement excusing the Spirit Leader from her/his activity. Exceptions to this policy may be made only by the Athletic Director and Coach(es) if compelling reasons exist to do so.

**Signifies that the decision shall be made by the Coach(es) as to the number of demerits to be given.

**Benching**

A two-week denial of performing or cheering at spirit leading activities will be given for any of the following reasons. Spirit Leader MUST attend practices during the probation unless they have been suspended from school. Failure to comply will result in removal from the squad.

A. Reasons
   1. First removal from class by suspension. (Cannot attend practice or performance)
   2. First unexcused absence from a required performance.
   4. Second unexcused absence from meetings.
5. Spirit Leaders will be placed on probation for receiving 6 demerits for breaking rules as stated in this policy.

Removal

In severe circumstance, permanent removal from the Spirit Leader Squad (expulsion) may be warranted.

A. Reasons
   1. Second removal from classroom by suspension.
   2. First removal from classroom for:
      a. Use or possession of alcohol
      b. Use or possession of tobacco or illegal drugs
      c. Sexual misconduct
      d. Behavior unbecoming a Spirit Leader
   3. Second unexcused absence from a game or performance.
   4. Third unexcused absence from a practice.
   5. Third unexcused absence from a meeting.
   6. Spirit Leaders will also be expelled from the squad for receiving 15 demerits for breaking the rules as stated in this Spirit Leader Policy.
   7. Second probation.
   8. Obtaining of tattoos or any body piercing while a member of the squad.

B. If a Spirit Leader quits the squad at any time after being elected, or if a Spirit Leader is expelled or removed from the squad permanently during the school year, the Spirit Leader may not try out for 1 (one) year. This person may not sign up and try out during the school year she/he was chosen as Spirit Leader.
ACADEMIC LETTER AWARD

The Okmulgee Board of Education, in an effort to promote excellence in education through student achievement, will provide an academic award letter for students who excel in scholarship. The academic award letter will provide a visible recognition of students who maintain a conscionable pursuit in academic success.

Scholarship will be the only factor considered in awarding the academic letter.

The following guidelines are established for the academic letter award:

1. Students must be in grades 6-12 to be considered eligible.

2. A student must attend the Okmulgee Public Schools for one school year to be eligible for the academic award.

3. Students must maintain a 3.5 grade point average for two consecutive semesters. Eligibility will be based on the previous spring semester and the current fall semester.

4. A student must be enrolled in a minimum of five (5) subjects to be eligible to participate in the academic letter award program.

5. The first academic letter earned in grades 10-12 will be identical to the athletic award letters with the addition of a laurel wreath acknowledging the academic achievement. Consecutive awards earned will be distinguished by a certificate and the option for a student to purchase a bar to attach to the letter signifying his/her continued success in the academic program.

6. The academic letter award offered to grades 6-9 will be in the form of a certificate which will acknowledge academic achievement.

7. The academic letter awards will be presented during the regularly scheduled awards assembly at each school.
CLASS PARTIES

There will be no school class parties, except for the elementary grades, kindergarten through five, which are allowed two (2) per semester, limited to the last hour of the day.

At the beginning of the school year, the determination shall be made as to what parties shall be held per grade level per building.

Parties may be held by members of school organizations after school hours when approval is granted by the administration and when a sponsor assumes responsibility.

At the secondary level, grades six through twelve, school parties must be held after school hours and be approved in advance by the building principal.
STUDENT INSURANCE

The Okmulgee Public Schools does not provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. A student accident insurance policy may be purchased by a parent or guardian for a child from a student insurance company designated at the beginning of each school year by the District. However, the cost is strictly the responsibility of the parent and not the District.
ACTIVITY STUDENT DRUG TESTING POLICY

The Okmulgee Board of Education in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Okmulgee Public Schools, proposes to adopt the following Policy for drug testing of activity students.

Statement of Purpose and Intent

Although the Board of Education, administration and staff desire that every student in the Okmulgee Public Schools refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this Policy governs only performance-enhancing and illegal drug use by students participating in certain extracurricular activities. The sanctions imposed for violations of this Policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this Policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this Policy. This Policy supplements and complements all other policies, rules and regulations of the Okmulgee Public Schools regarding possession or use of illegal drugs.

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

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.

2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.

4. To prevent injury, illness and harm for students that may arise as a result from illegal and performance-enhancing drug use.

5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Okmulgee Public Schools. For the safety, health and well being of students in extracurricular activities the Okmulgee Public Schools has adopted this Policy for use by all participants in interscholastic extracurricular activities in grades 7-12.

The administration may adopt regulations to implement this Policy.

I. Definitions

"Activity Student" means a member of any middle school or high school Okmulgee Public Schools sponsored extracurricular organization which participates in interscholastic competition. This includes any student that represents Okmulgee Public Schools in any extracurricular activity in interscholastic competition, such as FFA, FHA, Academic Team, Band, Vocal, Pom Pon, Cheerleader and Athletics.
"Drug Use Test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal Drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal Drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal Drugs" shall also include alcohol.

"Performance-Enhancing Drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this Policy means a toxicological test results which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable Suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance,
speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff member, or patrons.

II. **Procedures**

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form".

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.
All Activity Students will be required to provide a urine sample before the student may participate in an extracurricular activity covered under this Policy. A student who moves into the District after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Okmulgee Public Schools will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private
facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedures the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

III. **Confidentiality**

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of
the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this Policy shall have a right to appeal the decision to the Superintendent or designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his or her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

V. Consequences

Any Activity Student who tests positive in a drug test under this Policy shall be subject to the following restrictions:

A. For the First Offense:
The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this Policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this Policy for the second offense will be imposed.

B. For the Second Offense:

Suspension from participation in all activities covered under this Policy for fourteen (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

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

C. For the Third Offense (in the same school year):

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

VI. Refusal to Submit to Drug Use Test

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

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Okmulgee Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Okmulgee Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.
TRANSFER AND RELEASE
OF CONFIDENTIAL INFORMATION

The Okmulgee Board of Education adopts this policy pursuant to Okla. Stat. tit. 10, § 620.

Definitions

For purposes of this Policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

Transfer and Release of Confidential Information

The District will transfer and release confidential information in accordance with this Policy to:

1. The Department of Human Services,
2. The Department of Mental Health and Substance Abuse Services,
3. The State Department of Health,
4. The State Department of Education
5. The State Department of Vocational and Technical Education,
6. The Oklahoma Commission on Children and Youth,
7. The J.D. McCarty Center for Handicapped Children,
8. The Department of Corrections,
9. Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 1101 of the Oklahoma Statutes, to children and family,
10. Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8) and

11. Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. The District will utilize the State of Oklahoma Consent for Release of Confidential Information form.

The District will follow the rules promulgated by the State Department of Education for authorizing access to confidential information for the purpose of gathering statistical information or conducting studies or researches otherwise authorized by law.

The District shall charge up to $.25 per copy for each copy made pursuant to this Policy plus the actual cost of mailing the copies.
STUDENT ACTIVITIES ON INCLEMENT WEATHER DAYS

On days when District classes are cancelled because of inclement weather, District-sponsored extracurricular activities will not take place. An exception to this rule may arise when District teams are involved in a multi-team tournament involving a number of other school districts. In that event, the Superintendent, Athletic Director and site principal(s) will determine whether the District team(s) will participate. Another exception may arise when the activity is a state or national-level competition in which a student has earned the right to compete.
The following policy and procedure has been set forth to safeguard the students and personnel from an epidemic or spread or infestation of Bed Bugs.

**Background**

Bed bugs are small insects that feed on human blood. They are usually active at night when people sleep. Bed bugs are usually not seen during daylight hours. Although bed bugs are becoming a very common problem that impacts our general quality of life, they are not known to transmit diseases. The home of any person can be infested by bed bugs, regardless of sex, race, or economic status. It is important to treat each child with discretion, dignity and respect when dealing with this issue.

**Procedure**

1. If a suspected bed bug is found on a student, he or she should not be sent home, but parents should be notified. Contact the parent, legal guardian, or person responsible for the student and discuss the situation. Inform them of the protocol that will be followed.

2. The student should temporarily be removed from the classroom so the School Nurse, Health Assistant, or a qualified individual can perform an inspection of the student’s clothing and other belongings (including hat, shoes, jacket, backpack and school supplies). This inspection should be done in a confidential and private area.

3. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for an extended period of time.

4. To confirm there are bed bugs, positive identification is required. Try to collect specimens for positive identification. Place the specimen securely in a sandwich size plastic bag and seal with tape. Try not to crush the bug and do not staple the bag. Keep specimens as intact as possible. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.

5. The School Principal or designee should contact the Director of Maintenance for pick up.

6. The Director of Maintenance will contact the Pest Management Company to identify the specimen, usually the same day, and upon confirmation that it is a bed bug, The Pest Management Company will notify the Director of Maintenance who will notify the School Principal and the Director of Health Services.

**Confirmation Of Bed Bug In The School Setting**

1. When the Director of Maintenance receives confirmation from the Pest Management Company...
Company the School Principal and Director of Health Services will be notified by the Director of Maintenance. No items should be removed from the affected area until directed to do so by the pest management company.

2. The Director of Maintenance will schedule a pest management inspection with the Pest Management Company. Note: If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to pest management inspection.

3. Pest management will schedule a service date with the Director of Maintenance and licensed pest control specialist will remediate as needed.

4. After positive identification of an infestation, the School Principal, with the assistance of the Director of Health Services will provide the school community with appropriate information such as the Okmulgee Health Department Bed Bug Fact Sheet and Health Services’ Bed Bug Notification letter. **Parental notifications should only occur if a classroom infestation is identified. The Director of Health Services will notify the Director of Public Information, prior to parental notification.**

**Recommendations For Keeping Bed Bugs Out Of The Classroom**

1. Keep the classroom, especially coat and backpack closets as clean and free of clutter as possible.

2. Custodians should vacuum areas that students typically store their belongings in, such as coat closets, etc.) as well as baseboards where the carpet meets the wall.

3. Custodians should dispose of vacuum bags immediately after vacuuming.

4. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help keep the bed bugs on one student’s belongings from infesting another student’s belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.

**Suggestions For Parents**

1. When discussing the situation with the parent, legal guardian or person responsible for the student’s care the following suggestions can also be given:
   
   a. If the home is rented, notify the landlord immediately, especially if an infestation is suspected.

   b. If the home is owned they can contact a professional pest management company for assistance. Okmulgee Health Department can also be contacted for assistance.

   c. Send only essential items to school with the student.
d. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.

e. Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.
Although there are numerous benefits to participating in school sponsored sports, student athletes may also experience adverse health consequences of such participation. The board of education recognizes that these injuries can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, the district will inform and educate student athletes and their parents/guardians of the nature and risk of sudden cardiac arrest and concussions or head injuries, including information on the dangers associated with continuing to play after collapsing without a head injury or after receiving a head injury.

Specifically, on an annual basis, and prior to a student athlete’s participation in any athletic practices or competitions, information sheets shall be distributed to the student and his or her parent/guardian. Attached to the information sheet shall be an acknowledgement form which the student and his or her parent/guardian must sign to verify that they have read the information sheets and understand the content and warnings. The completed acknowledgement forms shall be returned to the principal’s office prior to the student athlete’s participation in practice or competition during that school year. The student-athlete may not practice or compete until the form has been received.

If the district’s coaching personnel suspect that a student athlete has sustained a concussion or head injury during a practice or game, or if the student collapses or faints without a head injury, the coach shall immediately remove that student from participation and direct the student to obtain an appropriate examination by a licensed health care provider selected by the student’s parent or legal guardian. The board of education has defined a licensed health care provider as follows:

- M.D. (Medical Doctor);
- D.O. (Doctor of Osteopathy);
- L.A.T. (Licensed Athletic Trainers);
- A.R.N.P. (Advanced Registered Nurse Practitioners); and
- P.A. (Physician Assistant).

If the student has sustained a head injury, this licensed health care provider must be trained in the evaluation and management of concussions. The district shall not be financially responsible for any health care bills associated with the examination.

After suffering a concussion, a student’s physical and cognitive activities should be carefully managed and monitored by the licensed health care professional. Any student athlete removed from participation shall not be allowed to participate in practices or games until he or she is evaluated by a licensed health care provider and receives the provider’s written clearance to return to participation, a copy of which shall be provided to the district.
SECTION V

PERSONNEL
PERSONNEL SELECTION

There will be no discrimination in the employment of personnel in the Okmulgee Public Schools because of race, sex, national origin, age, color, social status, disability, religion or veteran status. Each employee will be employed because he or she possesses appropriate skills and qualifications for the position. All school personnel will receive the same personal treatment and consideration for any promotions within the system.

All certified personnel shall be appointed upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the duty of the Superintendent to make another nomination.

It shall be the duty of the Superintendent to see that persons nominated for employment meet all the requirements established by law.
SEXUAL HARASSMENT OF EMPLOYEES AND STUDENTS

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by, enrollment and participation in education programs and activities in the Okmulgee Public Schools. This policy will set forth the rules and regulations to be followed by all students, employees and board members of the District and third parties under contract with the District with regard to the issue of sexual harassment.

Definitions

"Employee" means any person who is authorized to act in behalf of the District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.

"Student" means any person who is enrolled in any school or program of the District.

In the case of an employee of the District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written or graphic expression or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

In the case of a student of the District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, written or graphic expression or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or
opportunities in the District's programs or activities. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

**Prohibited Conduct**

All students, employees, third party contractors and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the District's student discipline code.

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal, Title IX Coordinator, Compliance Coordinator, or any board member of the District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, third party or board member, the person(s) being harassed, the nature, context
and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

The person who receives the report (formal or informal) of sexual harassment shall inform the superintendent and applicable Coordinator of the complaint as quickly as reasonably possible. The applicable Coordinator or, if he or she is the person alleged to have committed the sexual harassment, the individual assigned by the superintendent, shall act within the timelines designated by the District's Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, to:

1. Obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;

2. Take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

3. Keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the
investigation and the actions taken as a result of the investigation. The alleged harasser will also be notified of the outcome of the investigation;

4. Promptly conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser; and

5. Schedule and convene a hearing.

Based on good judgment, common sense and the facts, as revealed by the investigation and hearing, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, the Coordinator or superintendent’s designee at hearing will take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment, prevent a reoccurrence of the harassment and correct its discriminatory effects on the individual alleged to have been harassed and others, if appropriate, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

The individual alleging harassment or the alleged harasser may seek review of the decision through the process and under the timelines identified in the District's Grievance Procedure.

During and after the investigation, hearing and review process, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation.
The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

All employees are expected to take appropriate measures to prevent discriminatory harassment and retaliation by others. Employees who believe they are being harassed or retaliated against or who witness or otherwise become aware of potential harassment or retaliation must promptly report the offending conduct so that it can be stopped. All District employees, including but not limited to staff, supervisors, senior officials and volunteers, are required to comply with this policy.
PROFESSIONAL CONDUCT BY STAFF

The Board of Education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Oklahoma, the policies of the Board and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others.

The OSDE Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that should guide the conduct of all staff members.

Specific Responsibilities

Essential to the success of ongoing School District operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of the School District administration in regard to students.
2. Concern and attention toward their own and the District’s legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.

3. Avoidance of exploitation of relationships with students, other staff members, or District patrons.

4. Consistency and promptness in attendance at work.

5. Diligence in submitting required reports promptly at the times specified.

6. Care and protection of School District property.

Staff - Student Relationships

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other District official.

Exploitation of a Student

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student’s age or the student’s placement in or out of the teacher’s class,
is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

**Standards of Behavior**

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student’s education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication is related to school-related matters, employees should avoid frequent messaging - particularly when messaging is to a single student. Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and phones with audio record capabilities. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VOIP, smart phones and internet phones. Staff members are prohibited from engaging in exchanges with students via MySpace, Face Book, Xanga, blogging and similar sites and any staff member who does so in violation of this Policy – acts outside the scope of his or her employment.

No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the Superintendent or other designated school official.
Employees who engage in job–related communications with students are required to publish to student’s class or activity–based guidelines for communicating with students that the instructor, coach, or sponsor will follow. In instances where a student’s communications are inappropriate or personal and outside permissible school boundaries (with the instructor, coach, sponsor or those in similar relationship to the student) the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student’s communication.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, national origin, sexual orientation, or disability. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

**Exploitation by Supervisors of Subordinate Employees**

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

**Fiscal Management**

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of District property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.
Every employee of this School District has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.
EMPLOYMENT PROCEDURES FOR
CERTIFIED PERSONNEL AND SUPPORT STAFF
062613

It is the intent of the Okmulgee Public Schools Board of Education to employ and maintain a staff of highly qualified personnel. Personnel policies and regulations will reflect fair practice and parallel the decisions recorded in state and federal law.

The Okmulgee Public Schools fully supports a policy of equal employment opportunity in all job classifications. Okmulgee Public Schools does not discriminate against any employee or applicant for employment on the basis of race, color, national origin, religion, sex, age, qualified disability or veteran status. This policy encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all District personnel.

The recruitment and selection of personnel is a responsibility of the Superintendent of Schools, upon the recommendation of the appropriate supervisor. Appointments shall be made by the Board of Education, upon the recommendation of the Superintendent of Schools.

PART I - CERTIFIED STAFF

1. Positions:

A. Definition- A “position” is a designation of employment associated with a specific assignment for which an employee receives compensation.

B. Posting- The act of “posting” is defined as the public notification of an open position of employment for which employees or the public are invited to apply.
Open positions will be posted at the Board of Education office, at a visible location at each school site, and on the district website.

C. Opening or Open Position- An “opening” (also known as an “open position”) is a position of employment which the administration has posted, and therefore intends to interview applicants for consideration in filling that position.

D. Number of Positions- The number of employees assigned to any particular position is at the discretion of the administration. The staffing levels of various positions may be affected by job openings, vacancies, reassignments, consolidations of positions, realignment of job duties, changes in job descriptions, etc.

E. Existing Positions- Positions which currently exist are subject to the constraints of the negotiated agreement. This is any position which has been staffed for two years or more consecutively.

F. New Positions- New positions are created at the discretion of the administration as they deem requisite from time to time. Such new positions may or may not be posted as an open position. New positions created by the administration shall not be subject to the negotiated agreement until the second year, assuming that position is still relevant and viable for a second year.

2. Assignments:

A. Definition- An employee’s assignment is defined as the particular job duty or teaching duties that have been prescribed for that teacher as their primary employment task. This may be described as a grade level, subject/level, task description, or other criteria. For example: “Third Grade Teacher”, “Algebra”, “Reading Interventionist”, “Math Coach”, “Fifth Grade Science”, “Elementary”, etc.

A teacher’s assignment will most likely change often due to scheduling concerns, staffing issues, curricular needs, etc. All employees are hired subject to assignment by the administration. No employee has any “right” to any particular
position or assignment. Employees should expect that their assignments will change regularly as the needs of the district require.

B. Job Descriptions- A job description is a written document which strives to list out a collection of the primary duties of a teacher. The job description is an approximation only, and can never include a comprehensive listing of all the required job duties. The creation and revision of district job descriptions is at the discretion of the administration. While any job description provided will attempt to be descriptively accurate, all employees are hired subject to assignment by administration. Accordingly, all employees must follow the directives of the administration as they are prescribed unto them, whether oral or written.

C. Transfers- A “transfer” is defined as the re-assignment from one school site to another school site. A transfer may occur at the request of a teacher who desires such a transfer, or as the result of an administrative reassignment. Because all employees are hired subject to assignment, a teacher’s particular assignment, and hence their site location, are at the discretion of the administration. An employee’s site location will change as the needs of the district require.

D. Vacancies- A vacancy is defined as a position which was previously held by any former employee of the district, which has yet to be filled by administration, but which the administration intends to fill.

A vacancy may or may not become an opening, as the administration may choose to fill the vacancy by transfer, or appointment, or to absorb the position with existing staff, eliminate that position, or choose to leave that post vacant until a future time.

The negotiated agreement has no jurisdiction over a vacancy as the filling of assignments is at the discretion of the administration. If at such time as the administration chooses to open a vacancy for applications, such an opening shall be posted subject to the constraints of this negotiated agreement.

3. Transfer Procedures:
In the event that a teacher desires either a reassignment within their current site, or a transfer to a different site, the following procedures are in order:

1. Teacher requesting change of assignment at current site:
   a. Teacher must submit such a request to the Building Principal.
   b. Such a request must be made in writing on paper (no email), and signed by the individual making the request.
   c. The administrator will consider the request in relation to the needs of the site. In such instances, the overwhelming rationale on the part of the administrator shall be his/her judgment on what is best for the student and overall efficacy of the programs at that site.
   d. The administration shall respond to the teacher in writing as to the outcome of their request.

2. Teacher requesting change of assignment to a different site:
   a. Teacher must submit such a request to the Building Principal of the site they wish to transfer to, the Building Principal of their current site, and the Superintendent.
   b. Such a request must be made in writing on paper (no email), and signed by the individual making the request.
   c. Such a request may be accomplished by using a single letter to the requested Principal, with a cc to the current principal and superintendent, provided that a copy is physically given to each.
   d. The two Principals will confer with one another, and may also confer with the Superintendent.
   e. The administrators will consider the request in relation to the needs of the two sites and of the district. In such instances, the overwhelming rationale on the part of the administration shall be its judgment on what is best for the students and overall efficacy of the programs at the effected sites and district as a whole.
   f. Upon a determination of the request, the Principal of the requested site shall respond to the teacher in writing as to the outcome of their request.

3. Administrative Efficacy:
   These procedures are meant as an aid in ensuring that a teacher’s request is duly considered and not inadvertently overlooked. A teacher is not required to place such a request in writing, and in fact, most reassignments occur without such steps. Simply talking to the Principal is usually adequate to accomplish consideration. However, if a teacher feels the need to verify that such consideration has been given, then these protocols shall be in order.
4. Open Position Procedures:

All applications for employment will originate at the Board of Education building. Applications will be screened and interviews conducted by the Superintendent or designee before applicants are interviewed by the building principal. In the alternative, the Superintendent may delegate the process directly to Building Principals, Athletic Director, or other designee.

1. Screening procedures by the Superintendent or designee:
   a. Review applications, including any active requested transfers or reassignments from current employees of the district.
   b. Select a reasonable number of applicants for interview.
   c. Interview applicants.
   d. Submit applications and schedule applicants with the building principals.

2. Screening procedures by principals:
   a. Interview applicants submitted by Superintendent or designee, including any active requested transfers or reassignments from current employees of the district or site.
   b. Select applicant for the position. If the applicants interviewed do not meet the approval of the principal he or she must notify the Superintendent or designee that he or she wishes to interview more applicants.
   c. Upon making the selection of personnel the principal will return all applications and designate a choice.

3. Recommendation to the Board of Education for approval:
   a. The Superintendent will submit the name of the person to be recommended to the Board of Education.
   b. To the extent possible and appropriate, the Superintendent will attempt to notify employees who have applied for a position of the disposition of the decision prior to or in conjunction with, submitting the recommendation to the Board.
c. When the applicant has been approved by the Board of Education, the applicant and building principal will be informed of the position by the Superintendent or designee.

4. The applicant when employed must:
   a. Establish a personnel file at the Board of Education building.
   b. Contact the finance office at the Board of Education building.
   c. Report to the building principal for further instructions.

**PART II - SUPPORT STAFF**

1. Positions:

   A. Definition- A “position” is a designation of employment associated with a specific assignment for which an employee receives compensation.

   B. Posting- The act of “posting” is defined as the public notification of an open position of employment for which employees and the public are invited to apply. Open positions will be posted at the Board of Education building and on the district website.

   C. Opening or Open Position- An “opening” (also known as an “open position”) is a position of employment which the administration has posted, and therefore intends to interview applicants for consideration in filling that position.

   D. Number of Positions- The number of employees assigned to any particular position is at the discretion of the administration. The staffing levels of various positions may be affected by job openings, vacancies, reassignments, consolidations of positions, realignment of job duties, changes in job descriptions, etc.

   E. Existing Positions- Positions which currently exist are subject to the constraints of the negotiated agreement. This is any position which has been staffed for two years or more consecutively.
F. New Positions- New positions are created at the discretion of the administration as are deemed requisite from time to time. Such new positions may or may not be posted as an open position. New positions created by the administration are not subject to the negotiated agreement until the second year, assuming that position is still relevant and viable for a second year.

2. Assignments:

A. Definition- An employee’s “assignment” is defined as the particular job duty or work duties that have been prescribed for that employee as their primary employment task. This may be described as a grade level, site location, task description, supervisory capacity, or other criteria. For example: “Third Grade Assistant”, “High School Custodian”, “Transportation Director”, “Lunchroom Supervisor”, “Cafeteria Worker”, etc.

An employee’s assignment will most likely change often due to scheduling concerns, staffing issues, curricular needs, etc. All employees are hired subject to assignment by the administration. Employees should expect that their assignments will change regularly as the needs of the district require.

B. Job Descriptions- A job description is a written document which strives to list out a collection of the primary duties of an employee. The job description is an approximation only, and can never include a comprehensive listing of all the required job duties. The creation and revision of district job descriptions is at the discretion of the administration. While any job description provided will attempt to be descriptively accurate, all employees are hired subject to assignment by administration. Accordingly, all employees must follow the directives of the administration as they are prescribed unto them, whether oral or written.

C. Transfers- A “transfer” is defined as the re-assignment from one school site to another school site. A transfer may occur at the request of an employee who desires such a transfer, or as the result of an administrative reassignment. Because all employees are hired subject to assignment, a staff member’s particular assignment, and hence their site location, are at the discretion of the administration. An employee’s site location will change as the needs of the district require.
D. Vacancies- A vacancy is defined as a position which was previously held by any former employee of the district, which has yet to be filled by administration, but which the administration intends to fill.

A vacancy may or may not become an opening, as the administration may choose to fill the vacancy by transfer, or by appointment. Administration may also choose to absorb the position with existing staff, eliminate that position, or choose to leave that post vacant until a future time.

The negotiated agreement has no jurisdiction over a vacancy because the appointing of assignments is at the discretion of the administration. If at such time as the administration chooses to open a vacancy for applications, such an opening shall be posted.

3. Transfer Procedures:

In the event that an employee desires either a reassignment within their current site, or a transfer to a different site, the following procedures are in order:

1. Employee requesting change of assignment at current site:
   a. Employee must submit such a request to the Building Principal.
   b. Such a request must be made in writing on paper (no email), and signed by the individual making the request.
   c. The administrator will consider the request in relation to the needs of the site. In such instances, the overwhelming rationale on the part of the administrator shall be his/her judgment on what is best for the student and overall efficacy of the programs at that site.
   d. The administration shall respond to the employee in writing as to the outcome of their request.

2. Employee requesting change of assignment to a different site:
   a. Employee must submit such a request to the Building Principal of the site they wish to transfer to, the Building Principal of their current site, and the Superintendent.
b. Such a request must be made in writing on paper (no email), and signed by the individual making the request.

c. Such a request may be accomplished by using a single letter to the requested Principal, with a cc to the current principal and superintendent, provided that a copy is physically given to each.

d. The two Principals will confer with one another, and may also confer with the Superintendent.

e. The administrators will consider the request in relation to the needs of the two sites and of the district. In such instances, the overwhelming rationale on the part of the administration shall be its judgment on what is best for the students and overall efficacy of the programs at the effected sites and district as a whole.

f. Upon a determination of the request, the Principal of the requested site shall respond to the employee in writing as to the outcome of their request.

3. Administrative Efficacy:

These procedures are meant as an aid in ensuring that an employee’s request is duly considered and not inadvertently overlooked. An employee is not required to place such a request in writing, and in fact, most reassignments occur without such steps. Simply talking to the Principal is usually adequate to accomplish consideration. However, if an employee feels the need to verify that such consideration has been given, then these protocols shall be in order.

4. Open Position Procedures:

All applications for employment will originate at the Board of Education building. Applications will be screened and interviews conducted by the Superintendent or designee before applicants are interviewed by the building principal. In the alternative, the Superintendent may delegate the process directly to Building Principals, Athletic Director, or other designee.

1. Screening procedures by the Superintendent or designee:

   a. Review applications, including any active requested transfers or reassignments from current employees of the district.

   b. Select a reasonable number of applicants for interview.

   c. Interview applicants.

   d. Submit applications and schedule applicants with the building principals.

2. Screening procedures by principals:
a. Interview applicants submitted by Superintendent or designee, including any active requested transfers or reassignments from current employees of the district or site.

b. Select applicant for the position. If the applicants interviewed do not meet the approval of the principal he or she must notify the Superintendent or designee that he or she wishes to interview more applicants.

c. Upon making the selection of personnel the principal will return all applications and designate a choice.

3. Recommendation to the Board of Education for approval:

   a. The Superintendent will submit the name of the person to be recommended to the Board of Education.

   b. To the extent possible and appropriate, the Superintendent will attempt to notify employees who have applied for a position of the disposition of the decision prior to or in conjunction with, submitting the recommendation to the Board.

   c. When the applicant has been approved by the Board of Education, the applicant and building principal will be informed of the position by the Superintendent or designee.

4. The applicant when employed must:

   a. Establish a personnel file at the Board of Education building.

   b. Contact the finance office at the Board of Education building.

   c. Report to the building principal for further instructions.
CONFERENCES AND VISITATIONS

Teachers should use every opportunity to confer with parents regarding the achievement of their students. When conferences are not possible, teachers are urged to make special reports of the student's achievement in his or her classes. A teacher may write a special report in any form he or she desires. The principal must be informed, however, and sign the report along with the teacher.
A teacher's duty does not end at the classroom door. Supervision of halls between classes, at noon, and before and after school is required to maintain order. Many times just the presence of a teacher in the hall can prevent trouble from starting.

Teachers will be assigned duties in accordance with negotiated policy between the classroom teachers' association and Board of Education.
STAFF MEETINGS

It shall be the duty of the teacher to attend all meetings called by the Superintendent, principal or department chairperson. No excuse, other than one that would justify absence from school, shall be acceptable for absence from staff meetings. Teachers will exercise the same attitude toward promptness that they expect from their students.
LEAVE FOR ADMINISTRATORS

Administrators in the Okmulgee Public Schools receive the same leave benefits as teachers pursuant to the negotiated policy between the classroom teachers' association and Board of Education.
VACATION FOR ADMINISTRATORS

Paid vacation time is authorized for full-time administrators who are employed in 12-month, 8-hour per day positions. Administrators who work less than full-time assignments are not eligible to receive vacation benefits.

Administrators in full-time assignments shall be allowed ten (10) days' vacation time annually, plus all school holidays.

**Accrual Rate:** Vacation time shall be vested July 1 of each year and must be used by August 1 of the subsequent fiscal year.

In the event assignment to a full-time, 12-month position is made after the start of the fiscal year (July 1), or initial employment occurs after the start of the fiscal year (July 1), vacation will be prorated for that year.

Vacation time may not be requested or used in less than one-half day increments (with additional consecutive days to be approved by the Superintendent or designee).

If an employee resigns or retires and has unused vacation days, that employee will be paid for the unused vacation days at the daily rate of the employee's contract.
Pursuant to Okla. Stat. tit. 70, § 5-142 it shall be the policy of this District that it will obtain the results of a national felony record search of the name and may obtain a search of the fingerprints of every prospective District employee and will conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to children.

**Definitions**

For purposes of this Policy, the term “national felony record search” means a search of the records of the State of Oklahoma and any state in which the applicant or employee may have had known contacts in the past.

**Felony Record Search of Prospective Employees**

During the first interview with each employment applicant, the District will advise the applicant that:

1. The District requires a national felony record search of every prospective employee's name as a condition of employment;
2. To enable the District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the District;
3. The District will only request a felony record search if the Superintendent recommends employment of the applicant;
4. If the Superintendent recommends employment of the applicant, the applicant must pay the search fee;
5. The District will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the Superintendent recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the District is notified that the search is clear of any felony record.

If the felony record search reveals a prior felony offense conviction entered within the preceding ten year period or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the District, effective upon acceptance by the Board of Education. The Board of Education may accept any employee's resignation at any time within thirty (30) days after the date the District is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures which might otherwise be available under federal and state law and District policies and procedures.

**Felony Record Searches of Employees**

The District will also request a national felony record search of the name, fingerprints, social security number or other relevant information of any current District employee if the Board of Education recommends a search of that employee's felony record.

**Annual Search of Sex Offender and Violent Crime Offender Registries**

Pursuant to Okla. Stat. tit. 57, § 589, the District shall conduct annual background checks against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all District employees who provide or offer services to children.
POLICY REQUIRING EMPLOYEE ANNUAL CRIMINAL RECORD QUESTIONNAIRE

Student and staff safety is of paramount concern to the Okmulgee Public Schools Board of Education. Employees who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to make the best possible effort to maintain a workplace safe for all students and employees.

On an annual basis, all District employees who are employed on September 1 of each year are required to truthfully answer the following questions:

HAVE YOU WITHIN THE PAST 365 DAYS: YES NO

Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)

_____

_____

Been convicted of a state (any state) or federal felony offense?

_____  

Entered charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)

_____  

_____  

Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)

_____  

_____  

Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?

_____  

_____  

Been required to register as a sex offender under the Oklahoma Sex Offender Registration Act, as a violent offender under the Mary Rippy Violent Offenders Registration Act or under similar laws in another state?

_____  

_____

All questionnaire forms must annually be returned to the office of Superintendent by September 15 of each school year.
Refusal by the employee to sign and return the required form or giving false information or misinformation on the required questionnaire form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.

It is the duty of every District employee, within ten (10) days of any of the following occurrences, to notify, in writing, the Superintendent:

(a) if the employee enters a plea of guilty or nolo contendere to a state (any state) or federal felony charge (this includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records”);

(b) if the employee is convicted of a state (any state) or federal felony offense;

(c) if the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (any state) or federal felony charge (this includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records”);

(d) if the employee enters a plea of guilty or nolo contendere or has been convicted of a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity (this includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records”);

(e) if the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor;

(f) if the employee is ever required to register as a sex offender under the Oklahoma Sex Offender Registration Act, as a violent offender under the Mary Rippy Violent Offender Registration Act or under similar laws in another state?

Failure to provide the referenced information, in writing, to the Superintendent within the ten (10) day period may result in termination for insubordination and willful neglect of duty.

Each year ten percent (10%) of the total staff (certified, support, and administrative) will be randomly selected for a complete criminal record check to be conducted in the same manner as pre-employment criminal record checks for all employees.
EMPLOYEES CHARGED WITH CRIMES

Pursuant to Okla. Stat. tit. 70, § 5-144, if it is discovered that a person charged in an Information or Indictment with a felony or violent misdemeanor is a student or employee of a school district or a public school in the state, or an employee working on school property for an entity that provides services to a school district or a public school on school property, the district attorney shall notify the superintendent of the school district of the charges filed against the student or employee.

It shall be the policy of this District that if such information is ever received by the Superintendent, the Superintendent will promptly investigate the information and take whatever reasonable actions are deemed appropriate to best protect the interests of the District and its students.

Upon receipt of such notification from the district attorney, the Superintendent or designee shall:

1. Make effort to verify the accuracy of the information through any means accessible;

2. Ascertain whether or not the person or persons reasonably pose any threat to the students and staff of the District by their employment or presence on school property; and

3. Take any reasonable steps appropriate to ensure the safety of students and staff and protect the interests and goals of the District including but not limited to dismissal of the employee or whatever measures will reasonably be in the best interest of the District, its students and staff.

Upon the adoption of this Policy, the Superintendent shall send a letter to the district attorney for every county in which the School District operates notifying the district attorney of the obligations under Oklahoma law.

Pursuant to Okla. Stat. tit. 70, § 6-101.48(A), no person or business having a contract with a school or school district to perform work on a full-time or part-time basis that would otherwise be performed by school district employees shall allow any employee to work on school premises if such
employee is convicted in this state, the United States or any other state of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the criminal offense.

Further, Section 6-101.48 (B) provides that every person or business performing services on the property of a school or school district shall at the time of contracting be required to sign a statement declaring that no employee working on school premises under the authority of such business is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act and that the business is not in violation of the provisions of this section.

Pursuant to Okla. Stat. tit. 70, § 6-101.48(A) & (B), at the time of contracting with a business or entity to perform services on District property, the Superintendent or designee may require that the business or entity sign a District-provided affidavit.
DRUG- AND ALCOHOL-FREE WORKPLACE

In order to maintain a healthy educational and working environment in the District's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Board of Education adopts the following policies and regulations:

- Use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the District's facilities, on District property (including vehicles) or at a District sponsored function or event by a District employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

- Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a District administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a District workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal.

- The conviction shall be reported in writing by the District's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.

- This policy statement shall be included in the District's employee manual, and shall be distributed to all employees at the commencement of each school year.
The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the District's policy for a drug- and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation and re-entry programs regarding drug and alcohol use.
TESTING EMPLOYEES AND APPLICANTS
FOR EMPLOYMENT (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL
AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all employees have notice and knowledge of
the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale
or distribution when the employee is on duty or on school property, does hereby adopt the
following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers)
With Regard to the Use of Alcohol and Illegal Chemical Substances.

I. Statement of Purpose and Intent

1. The safety of students and employees of the School District is of paramount concern
to the School Board.

2. Employees who are under the influence of alcohol or an illegal chemical substance
when the employee is on duty or on school property pose serious safety risks to students and other employees.

3. The use of alcohol and illegal chemical substances has a direct and adverse effect
on the safety, personal health, attendance, productivity and quality of work of all employees and
the safety of all students.

4. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

5. The Board recognizes that all employees have certain personal rights guaranteed
by the Constitutions of the United States of America and the State of Oklahoma as well as by the
Oklahoma Standards for Workplace Drug and Alcohol Testing Act, Okla. Stat. tit. 40, §§ 551 et seq. This Policy will not infringe on those rights.

6. As a part of this Policy, the Board hereby adopts an Employee Assistance Program
in which employees may be referred to third-party providers who will provide the employee, at
the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.

7. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.

8. This Policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991, as amended.

9. Violations of this Policy will subject the employee to disciplinary action, including termination.

II. Definitions

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

2. "Alcohol" means ethyl alcohol or ethanol.

3. "Under the influence" means any employee of the School District or applicant for employment with the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive"
for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

4. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

5. "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

7. "On duty" means any time during which an employee is acting in an official capacity for the School District or performing tasks within the employee's job description, including the taking of an annual physical examination.

8. "Reasonable suspicion" means a belief that an employee is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

   A. Observable phenomena, such as:
      a. The physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or
      b. The direct observation of alcohol or drug use while at work or on duty;

   B. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
C. Evidence that an individual has tampered with an alcohol or drug test during his employment with the School District; or
D. Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the School District's premises or operating the School District's vehicles, machinery or equipment.

9. "Bus driver" means:
   A. a School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
   B. employees of independent contractors who are required to have a CDL;
   C. owner-operators;
   D. leased drivers; and
   E. occasional drivers.

10. To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

III. Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.
In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
4. Upon written request, the applicant for employment or the employee will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

5. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second gas chromatography/mass spectroscopy test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within thirty (30) days after the date the positive test result is communicated to the employee or applicant and subject to the approval by the School District's consulting laboratory that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will
reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

IV. Employee Alcohol and Drug Use Tests - When Required

1. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of alcohol or an illegal chemical substance will be required to take an alcohol and/or drug use test.

2. When the School District has a reasonable suspicion that an employee or other person has sustained a work-related injury or the School District's property has been damaged as a direct result of the employee's use of alcohol or drugs, alcohol and/or drug use testing will be required.

3. Following a confirmed positive test or following participation in an alcohol or drug dependency treatment program under any benefit plan or at the request of the School District, the School District may request or require an employee to undergo alcohol or drug testing without prior notice for a period of up to two years, commencing with the employee's return to work.

Any employee who refuses to take an alcohol or drug use test when so required under the provisions of this Policy will be deemed to have committed an act of insubordination or willful neglect of duty which will be the basis for disciplinary action, including termination.
V. Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

VI. Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

1. The Superintendent; and

2. Any employee designated for such purposes by the Superintendent or the Board of Education.

VII. Circulation of Policy

This policy shall be given broad circulation to all employees of the School District, which shall include prominent posting at various places in the School District. Each employee shall be given a copy of this Policy at the beginning of each school year and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment.
VIII. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in contravention to the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.
ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

I. Purpose

The purpose of this Policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This Policy is intended to comply with the School District's mandatory obligations under regulations issued by the United States Department of Transportation (“DOT”).

II. Definitions

Certain terms used in this Policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.

3. “Alcohol confirmation test” means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

4. “Alcohol screening device” (“ASD”) means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and placed on a conforming products list for such devices.

5. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

6. "BAT" means a qualified breath alcohol technician.

7. “Blind specimen” means a specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from an employee specimen.

8. “Cancelled test” means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.

9. "CDL" means commercial driver's license.
10. “Collection site” means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

11. “Confirmatory drug test” means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

12. “Confirmed drug test” means a confirmatory drug test result received by a MRO from a laboratory.

13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opiates, or a metabolite of any of these substances.

14. “Designated employer representative” (“DER”) means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.

15. “Dilute specimen” means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.

17. "EBT" means an evidential breath testing device on the National Highway Traffic Safety Administration's Conforming Products List for Evidential Breath Measurement Devices for the evidential testing of breath at the .02 and .04 alcohol concentrations.

18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.


20. “Initial drug test” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

21. “Initial validity test” means the first test used to determine if a specimen is adulterated, diluted, or substituted.

22. “Invalid drug test” means the result for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.
23. “Medical review officer” (“MRO”) means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

25. “Screening Test Technician” (“STT”) means a person who instructs and assists employees in the alcohol testing process and operates an ASD.

26. “Service agent” means any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.

27. “Split specimen” means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

28. “Stand-down” means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.

29. “Substance Abuse Professional” (“SAP”) means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

30. “Substituted specimen” means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

31. “Verified test” means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

III. Required Testing and Consent

The following testing is required of all drivers:

A. Pre-Employment Testing and Consent

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.
1. **Alcohol Testing**

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will **not** be required if:

i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and

ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

2. **Controlled Substances**

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and

iii. The driver provides evidence that no prior employer of the driver has any record of a violation of controlled substance use rules by the driver within the previous six months.

3. **Preemployment Consent**

The School District shall request the driver’s written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver’s application to a position requiring safety-sensitive duties:
i. Alcohol tests with a result of 0.04 or higher alcohol concentration;

ii. Verified positive drug tests;

iii. Refusals to be tested (including verified adulterated or substituted drug test results);

iv. Other violations of DOT agency drug and alcohol testing regulations; and

v. Documentation of the driver’s successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the School District shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The School District shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver’s first performance of safety-sensitive functions.

Prior to the driver’s first performance of safety-sensitive functions, the School District shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver’s failure to obtain safety-sensitive transportation work, and (4) over the period of two years preceding the date of the employee’s application for employment with the School District. If the driver admits to a positive test or a refusal to test within the past two years, the School
District shall not allow the driver to perform safety-sensitive functions until and unless the
driver documents successful completion of the return-to-duty process.

4. **Consequences Associated with Preemployment Testing**

The School District may decline to employ an applicant who fails drug testing,
provides false information, or who fails to cooperate with the District in procuring testing
and test results. To the extent the applicant has been offered employment or placed in an
alternate position pending the receipt of test results, the offer may be withdrawn and
alternate employment terminated in accordance with the District’s policies and procedures
applicable to employee termination.

**B. Post-Accident Testing**

1. **Alcohol**

As soon as practical following an accident, an alcohol test will be administered to
the following drivers:

i. Each surviving driver who was performing safety-sensitive functions with
   respect to the vehicle, if the accident involves loss of life.

ii. Each surviving driver who received a moving traffic violation arising from
    the accident, if the accident involved:

   a. bodily injury to any person that necessitated immediate medical
      treatment away from the scene of the accident; or

   b. at least one vehicle incurred disabling damage as a result of the
      accident that required the vehicle to be transported away from the scene by
      a tow truck or other vehicle.

The test is to be administered within two hours of the accident. If the test is not
administered within that time, the driver's supervisor shall cease attempts to administer an
alcohol test and shall prepare a written report explaining why a test was not given.
Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the School District.

2. **Controlled Substances.**

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.

ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:

   a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or

   b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.
A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

C. **Random Testing**

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a nine (9) month period.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be twenty five percent (25%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

D. **Reasonable Suspicion Testing**

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this Policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance,
behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

E. **Return to Duty Testing**

1. **Returning after Reasonable Suspicion of Alcohol Abuse Determination**

   A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol misuse.

2. **Returning after Violation of Prohibitions in this Policy**
A driver who has engaged in conduct prohibited by this Policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

A driver who has violated a provision in this Policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

F. Follow-Up Testing

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The School District must carry out the SAP’s follow-up testing requirements.

IV. Test Procedures

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

A. Alcohol Testing Procedures

1. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD

   i. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or
STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician’s name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.

ii. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the School District’s DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

iii. If the breath test is 0.02 or higher, a confirmation test is required. The confirmation test must be conducted no less than fifteen (15) and no more than thirty (30) minutes after the screening test. Before a confirmation test is given, the BAT must conduct a “blank” test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs.

iv. If the confirmation test result is lower than 0.02, nothing further is required of the driver.

v. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.

vi. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

2. Procedure for an Alcohol Screening Test Using Saliva ASD

i. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the
driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver’s mouth and gather saliva.

B. Controlled Substances Testing Procedures

1. Procedures for Collection of Urine Specimens

   i. All urine collections must be split specimen collections.

   ii. The School District must direct an immediate urine collection under direct observation with no advance notice to the driver, if:

       a. the laboratory reported to the Medical Review Officer (“MRO”) that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or

       b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.

   iii. The School District may direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.

   iv. A driver must receive an explanation of the reasons for a directly observed collection.

   v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing of Urine Specimens

   i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services (“DHHS”) under the National Laboratory Certification Program.

   ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opiate metabolites, and (e) phencyclidine (PCP).

   iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.

v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.

vi. If a driver makes a timely request for a split specimen test, the School District must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the School District must pay for the split specimen testing and seek reimbursement from the driver.

vii. The MRO will report split specimen test results to the DER and driver.

viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.

ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.

x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.

xi. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, and/or PCP unless the driver presents a legitimate
medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.

xii. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver’s medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.

xiii. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

V. Prohibitions

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

A. Alcohol

i. The driver has an alcohol concentration of 0.02 or higher as measured on a breath test.

ii. The driver displays behavior or appearance characteristics of alcohol misuse.

iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.

iv. The driver possesses alcohol while on duty.

v. The driver uses alcohol during duty performance.

vi. The driver has used alcohol within the four hours prior to performing duties.

vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

viii. The driver has refused to take a breath test for alcohol use.

ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

B. Controlled Substances
i. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.

ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.

iii. The driver has a positive confirmed test for a controlled substance.

iv. The driver displays behavior or appearance characteristics of controlled substance use.

v. The driver has refused to take a controlled substance test.

C. Refusal to Test

A driver has refused to take an alcohol or controlled substance test if s/he:

i. Fails to appear for any test as directed by the School District.

ii. Fails to remain at the testing site until the testing is complete.

iii. Fails to provide a urine specimen.

iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.

v. Fails to permit a directly observed or monitored collection.

vi. Fails or declines to take a second test the School District or collector has directed.

vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.

viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).

ix. Has a verified adulterated or substituted test result.

D. Standing Down Employees

Stand-down is “the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed
positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.”

i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.

ii. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

iii. The District may assign a driver non-driving duties pending the receipt of a verified test result when the District has reasonable suspicion to believe the employee is impaired.

iv. When the District does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

VI. Referral and Treatment

A driver who violates any of the Prohibitions in this Policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

A driver who violates any of the Prohibitions in this Policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.
The SAP will provide a written report directly to the DER highlighting the SAP’s specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the School District shall seek a second SAP’s evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the School District may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more.

The School District is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP’s recommendations.

VII. Educational Materials

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the School District’s policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the School District’s Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this Policy.
The District’s staff will prepare and distribute appropriate educational materials as provided for in this section.

VIII. Maintenance of Records

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver’s use of alcohol or controlled substances, including test results. The School District shall not release individual test results or medical information about a driver to third parties without the employee’s specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the School District may release information pertaining to a driver’s drug or alcohol test without the employee’s consent in certain legal proceedings.

IX. Disciplinary Measures

Employees who violate any prohibition in this Policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the District’s efforts to fulfill its testing obligations.

X. Other Policies

This Policy does not supersede any other School District policy pertaining to alcohol misuse or controlled substance use by School District employees, except to the extent that this Policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Policy is to be interpreted consistent with Oklahoma’s Act regarding drug and alcohol testing of personnel.
WORKER'S COMPENSATION

The District provides benefits established under the Oklahoma Workers' Compensation Act ("Act") to all District employees who are injured in on-the-job accidents.

All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act.

Accrued and unused personal leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to workers' compensation benefits for temporary disability if the injured employee should so elect. Supporting this policy is an appropriate election form which every injured employee will be given as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the District. If the election for supplemental pay is made sick leave shall be used and exhausted before personal leave unless different instructions are directed by the employee, in writing, to the District.
LEAVE SHARING PROGRAM

The Board of Education has established a sick leave sharing program for the donation of sick leave days to and from employees of the Okmulgee Public Schools. The program will permit employees to donate sick leave to other employees who are suffering from or who have a relative or close family member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

Procedures

1. Any employee to receive donated sick leave must submit in writing to the Board of Education or Superintendent a request which identifies the rationale for the request, the projected dates for the leave to be used, and documentation that absence is medically essential.

2. The receiving employee must have exhausted, or will exhaust, all sick leave due to an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature, and which involves the employee, a relative of the employee or a close family member.

3. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.

4. The amount of leave to be donated is limited to twenty (20) days per request.

5. Donors may donate only days in excess of thirty (30) and must do so in writing.

6. Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees.

7. Participation in this Policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this Policy.
FAMILY AND MEDICAL LEAVE

It is the policy of the Okmulgee Public Schools to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008 (NDAA) requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for servicemember family leave. "Eligible employees" are those employees who: (1) have been employed for at least one year by the District; (2) worked at least 1,250 hours during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA.

Reasons for Leave

All eligible employees who meet FMLA’s requirements may be granted a total of 12 workweeks [i.e., 60 work days] of unpaid family leave and paid sick, vacation and personal leave combined (during any year as defined below) for the following reasons:

1. For the birth of a child and to care for such child, or placement for adoption or foster care of a child;

2. To care for a spouse, child or parent with a serious health condition; or

3. For a serious health condition of the employee that makes the employee unable to perform his or her job functions.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the District’s sick leave policies.
The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

**Servicemember Family Leave**

In addition to the reasons for family and medical leave explained above, *Servicemember Family Leave* shall also be available to eligible employees. Servicemember family leave entitles an eligible employee, who is the spouse, son, daughter, parent or next of kin of a covered servicemember to a total of 26 workweeks of leave during a single 12-month period to care for the servicemember.

A "covered servicemember" is generally any member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing treatment or therapy for a serious injury or illness incurred while on active duty.

“Serious injury or illness” means an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

Eligible employees are entitled to a combined total of 26 workweeks of FMLA leave and may not exceed that amount during the 12-month period by combining servicemember family leave with other forms of FMLA leave. Eligible employees must provide at least 30 days’ notice of their intention to take servicemember family leave whenever the necessity for such leave is foreseeable based on planned medical treatment; otherwise, notice of leave must be reasonable and practicable. As with other leave provided pursuant to this Policy, an employee approved for servicemember family leave is required to substitute accrued paid leave for any part of the 26-week period of servicemember family leave.

**Availability of Leave**
In determining the availability of leave, the District will consider the employee’s accrued leave entitlement (whether paid or unpaid) by virtue of existing employment policies or collective bargaining agreements. The intent of the District is to insure that each individual covered by FMLA shall have the leave benefits available as a result of the law's requirements. It is not the intent of the District or this Policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by FMLA or NDAA. Thus, an eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the 12 week period. It is the policy of the District that all paid leave will be used first before unpaid leave.

In the event the application of District policies or collectively bargained agreements, pursuant to Okla. Stat. tit. 70, § 509.1 et seq. results in less leave than is required by FMLA or NDAA, an eligible individual will be entitled to such additional leave as is necessary to result in the minimum leave specified in both laws for covered individuals.

Where the employee's spouse is also employed by the District, the total number of workweeks of FMLA or NDAA leave to which both spouses are entitled is limited to 12 workweeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

Application for Leave

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application is available from the office of the Superintendent.

The application for leave must be submitted at least 30 days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to
begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than 30 days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the “Reasons for Leave” provisions.

**Leave Based on a Serious Health Condition**

A Medical Certification Statement must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition the certification must state that the employee cannot perform the functions of his or her position. Likewise, when the employee is prepared to return to work he or she must provide certification by his or her health care provider that the employee is able to resume work with or without limitations of accommodations. The District reserves the right to require the employee to obtain a second medical opinion at the District's expense. If the opinions of the first and second health care provider differ, the District may require a third opinion from a health care provider mutually agreed upon by the District and the employee. The third opinion shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless the employee: (1) requests an extension of leave; (2) changed
circumstances occur regarding the illness or injury; or (3) the District receives information that casts doubt on the validity of an existing certification.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will be needed. Where leave is requested due to the serious illness or injury of a servicemember, certification may also be required.

**Intermittent Leave or Leave on a Reduced Leave Schedule**

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the District.

In either instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, the employee must try to schedule the leave so as not to unduly disrupt the District's operations. In the event the employee takes intermittent leave or reduced leave the District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.
When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used, the District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the District may deny the taking of leave until 30 days after notice was provided, or may require the employee to take leave for either a "particular duration" or accept an alternative position.

**Leave Taken Near the End of an Academic Term**

If an instructional employee begins any type of covered leave more than five weeks before the end of a term, and if the leave will last at least three weeks and the employee would otherwise return to work during the three weeks before the end of the term, the District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the five weeks before the end of the term, and if the leave will last more than two weeks and the employee would otherwise return to work during the last two weeks of the term, the District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last three weeks of the term, and if the leave will last more than five working days, the District may require the employee to take leave until the end of the term.
For the purposes of this Policy, the word "term" means the first term or Fall semester term of each academic year and the second term or Spring semester term of each academic year.

**The Effect of Leave on Benefits**

During a period of family or servicemember medical leave, an employee will be retained on the District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium by deadlines established for the coverage may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of qualifying leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

**Reinstatement to Former Position**

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The District cannot guarantee that an employee will be returned to his
or her original job. A determination as to whether a position is an "equivalent position" will be made by the District. A highly compensated employee is one who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the District.

An employee who is ready to return from leave must complete a Notice of Intention to Return from Family or Medical Leave before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least five working days prior to the employee's planned return.

**Failure to Return from Leave**

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

**Interpretation Of Act**
The District intends to remain faithful to the requirements of FMLA and NDAA. Questions regarding the interpretation, administration, and application of the Act to eligible employees shall be resolved by reliance on the FMLA or NDAA and their interpretive regulations. Where relevant, the District will also consider its policies, rules, practices, and negotiated agreements.
ASSAULT AND BATTERY INVOLVING
SCHOOL DISTRICT EMPLOYEES

Definitions

For purposes of this Policy, a "District employee" means a teacher, principal, or any duly appointed person employed by the District or employees of a firm contracting with the District for any purpose, including any personnel not directly related to the teaching process and school board members during school board meetings.

For purposes of this Policy, the terms "assault," "battery" and "aggravated assault and battery" are defined as follows: An "assault" means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A "battery" is any willful and unlawful use of force or violence upon the person of another. An "assault and battery" becomes "aggravated" when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

Prohibited Conduct

Any District employee upon whom an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify either the Superintendent, a building administrator or a member of the Safe School Committee of the District. The building administrator or member of the Safe School Committee shall immediately notify the Superintendent of the incident. If the District employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and
any other information necessary to a full report and investigation of the matter. The report may
be made orally or in writing. The Superintendent or his/her designee will deliver a copy of this
Policy to the District employee upon receipt of the report. The Superintendent or Superintendent's
designee will investigate the incident and take appropriate action based upon the results of that
investigation. The District employee must cooperate in the investigation. The Superintendent will
notify the State Department of Education in writing of all such incidents for the previous year on
July 1 of each year or the first business day thereafter if July 1 falls on a weekend or legal holiday.
The Superintendent's report must include a description of the incident and the final disposition of
the incident.

The District will also refer appropriate incidents to law enforcement for investigation and
prosecution. The District's decision to report or not to report a particular incident to law
enforcement does not preclude the District employee from making a report to law enforcement.
To the extent permitted by law, the District will share information and cooperate with law
enforcement in the conduct of its investigation and in any subsequent prosecution.

No District employee will be subject to any civil liability for any statement, report or action
taken in reporting or assisting in reporting a battery or assault and battery committed upon the
District employee while in the performance of any duties unless such report or assistance was
made in bad faith or with malicious purpose.

The District will post in a prominent place at each school site the following notice:
"FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN
AGGRAVATED ASSAULT AND BATTERY UPON ANY SCHOOL EMPLOYEE."
REPORTING STUDENT SUBSTANCE ABUSE

The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The principal or his/her designee will immediately notify the Superintendent or designee of the report. The principal or designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

A copy of this policy will be delivered to each teacher and administrator of the District and filed with the State Superintendent of Public Instruction within ninety (90) days of its adoption by the board of education.
SCHOOL EMPLOYEE DRESS CODE

Employees of Okmulgee Public Schools shall demonstrate through dress and grooming an appreciation of the importance of the school system and shall always present an appearance that will contribute to the honor and prestige of the employees of the school system.

Appearance of school employees shall reflect professionalism, while maintaining a standard for professional appearance.

Members of the certified professional staff and support staff members who work in clerical areas are encouraged to select clothing appropriate for persons employed in professional, business and office assignments. Teachers are expected to represent the ideal adult standards of persons who are accomplished, cultivated and highly educated. Staff members should serve as role models for students.

Provisions of the dress code are applicable to the school day, to school-related activities and to all occasions when an employee is on duty or representing the school district in an official capacity.

The dress code is intended to promote neatness, cleanliness and general good grooming and to discourage indecency, poor taste and extremes in dress and grooming.
Purpose

To identify all employees who are reasonably anticipated to have occupational exposure to blood or other potentially infectious materials and to reduce occupational exposure to bloodborne pathogens, including Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).

Update and Review

The Exposure Control Plan must be reviewed and updated annually, on or before July 1 of each year, by those employees responsible for maintaining and implementing it. Update and revision will also be done whenever any new modifications or functions take place.

Definitions

Biohazard is the recognized symbol for potentially hazardous waste products.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on any item or surface.

Decontamination means the physical or chemical removal, inactivation, or destruction of bloodborne pathogens on a surface.

Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with infectious materials.

Parenteral means the introduction of any sharp or pointed object into the skin which gets into tissue under the skin.

Potentially infectious materials means contamination by body fluids including semen, blood, feces, urine, vomitus, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid,
pericardial fluid, peritoneal fluid, amniotic fluid, saliva in a dental procedure, undifferentiated fluids, and any contaminated fluid or organ.

**Sharps** means any object that can penetrate the skin, including needles, scalpels, broken glass, exposed ends of dental wire, etc.

**Accountability**

The responsibility for overseeing that these policies are met with compliance will be as follows:

1. Building Administrator (all school staff/faculty)
2. Athletic Director (all coaches/trainers)
3. Assistant Superintendent (all custodial staff)
4. Transportation Director (all bus drivers)

These supervisors are responsible for exposure control in their respective areas. All employees have the most important role in the compliance program. They must do the following:

a. Identify tasks performed that have occupational exposure.

b. Attend the bloodborne pathogens training session.

c. Practice all operations and hygiene habits according to the work practice controls.

**Exposure Determination**

To identify those employees who have the potential for occupational exposure to bloodborne pathogens so proper implementation of the Exposure Control Plan can be carried out. In this district, the following job classifications represent all employees who may have to handle blood or other potentially infectious materials:

- Nurses
- Health Services Representatives (secretaries or designees)
- Coaches/Trainers
Special Education (teachers and assistants working with students who are known Hepatitis B carriers or with students with biting or other behavioral problems)
Bus Drivers
Custodians
Building Administrators

Methods of Compliance

Methods of compliance are used in the workplace each day and help minimize the potential for exposure to bloodborne pathogens.

A. Universal Precautions. Employees of the District will treat all human blood and body fluids as if they are infected with HBV, HIV, or other pathogens. If there is ever any doubt as to the body fluid content, all fluids will be assumed to be infectious. The following rules apply to handling body fluids:

1. Always wear gloves when handling blood or other body fluids.
2. Wash hands after each contact, even when gloves are used.
3. Discard gloves and other materials in biohazard bags.
4. Treat all soiled linens as though infectious.
5. Use a face shield for performing CPR.

HIV/AIDS (Acquired Immune Deficiency Syndrome) can be found in most all body fluids but it has only been transmitted through blood, semen, vaginal secretions and breast milk. HIV transmission risks are through blood exposure (punctures or cuts in the skin, non-intact skin, or mucous membranes), sexual contact and mother to baby during pregnancy or through breastfeeding. Testing is done initially, but follow-up is required and results cannot be confirmed for up to six months after exposure.

Hepatitis B transmission risks are through blood exposure, sexual contact, mother to baby during pregnancy, and human bites. HBV is found in blood, semen, vaginal secretions and saliva.
It is very infectious and affects the liver, which can lead to death or other chronic health problems. An infected person can become a carrier, displaying no outward symptoms, but able to spread the virus. Testing can be done immediately after exposure, and proper treatment can be given to assist in combating the virus.

B. **Engineering Controls.** These controls will be used to eliminate or minimize employee exposure to bloodborne pathogens. Equipment will be checked for proper function and repairs and replacements periodically; needs will be reviewed annually.

1. Handwashing facilities will be available to all employees with potential for exposure. (If no handwashing facilities are immediately available, then antiseptic hand cleaners and disposable towels will be available.)

2. Containers will be provided which are Biohazard-labeled or color-coded, leakproof and sealable. (Sharps containers must also be puncture-resistant.)

3. Cleaning supplies will include: gloves, disposable towels, disinfectant, mops, and buckets.

C. **Work Practice Controls.** These practices will be utilized to keep employee exposure to bloodborne pathogens at a minimum:

1. Gloves will be worn when any body fluids are present. Employees will wash their hands (or any other exposed skin) immediately, or as soon as possible, after removal of gloves or other protective equipment.

** HANDWASHING remains the single, most effective means in combating the spread of communicable disease:**

a. Use soap and running water (soap suspends easily removable soil and micro-organisms and allows them to be washed off). Rub hands together and work up a lather for 10-15 seconds, scrubbing between fingers, around knuckles, and under nails.

b. Rinse hands under running water.

c. Dry with paper towels or blow dryer. Use the towel to turn off water faucet.
d. If no handwashing facilities are immediately available use a disposable towelette and cleanse both hands thoroughly. Then as soon as you arrive at facilities wash hands with soap and running water.

2. All soiled laundry will be handled wearing gloves and washed according to directions.

3. Contaminated sharps, needles, etc. are not bent, recapped, or removed unless no alternative is feasible, or such is required by specific medical procedures. Use single-hand technique.

4. Contaminated sharp objects are disposed of in puncture-resistant, color-coded or biohazard-labeled, leakproof, sealable containers.

5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens.

6. All procedures involving blood or other infectious materials shall be performed in a manner as to minimize splashing, spray, splatter, or generating droplets of these substances.

7. Blood and other infectious materials are disposed of in a biohazard-labeled or color-coded leakproof container.

8. If outside contamination of primary container occurs, that container is placed inside another leakproof container.

9. Other personnel will be instructed and required not to clean up spills or perform any other hazard-related duties that they have not been trained to perform.

D. **Protective Equipment.** The District will provide the employees who have occupational risk exposure with personal protective equipment at no charge to the employee. The equipment will be considered appropriate only if it does not allow blood or other potentially infectious materials to pass through it or reach the employee's work clothes, street clothes, undergarments, skin, eye, mouth, or mucous membranes under normal use.

1. This equipment includes: gloves, gowns, aprons, goggles, foot covers and head covers and pocketmasks with mouthpieces which are all appropriate
sizes. Hypoallergenic gloves or similar alternatives shall be accessible to employees who are allergic to the gloves normally provided.

2. All equipment should be inspected periodically, cleaned and decontaminated, as needed, or disposed of in a proper way.

3. Employees identified as working in circumstances where they are at risk of exposure to bloodborne pathogens should:
   a. Remove any garments penetrated by blood or other infectious material immediately or as soon as possible.
   b. Remove all personal protective equipment prior to leaving the work area.
   c. Wear gloves when there may be contact with blood or infectious material or when handling or cleaning any contaminated items or surfaces.
   d. Replace gloves as soon as possible when contaminated, torn or punctured or when ability to function as a barrier is compromised.
   e. Use masks/eye protectors whenever there is splash, spray, or splatter of infectious materials where eye, nose, or mouth contamination can be anticipated.
   f. Wear protective clothing whenever potential exposure is anticipated.

4. Disposable pillow cases or those which can be disinfected will be used in the nurse's office.

E. **Housekeeping.** The District shall maintain a clean and sanitary worksite. The housekeeping/custodial staff shall employ the following practices on a regularly written schedule:

1. All equipment and surfaces are cleansed and decontaminated after contact with blood or other infectious materials, immediately or as soon as possible.

2. All bins, pails, containers and other receptacles which are intended for reuse and have a reasonable likelihood of being contaminated with blood or other infectious material are decontaminated.

3. Broken glassware/sharps which may be contaminated shall not be picked up or handled directly with the hands. Use tongs, forceps, brush and
dustpan, or other device and cleanse the device with decontaminant after use.

4. Mopping up large blood/body fluid spills should be done while wearing gloves, using two buckets, mop and disinfectant. Everything used must be decontaminated after use.

5. Regulated waste will be handled as follows:
   a. Must be placed in a sealable, puncture-resistant (for sharps), leakproof, and biohazard-labeled or color-coded container.
   b. Containers will be present in each building in easy locations for access to disposal and out of the reach of students.
   c. Waste containers remain upright and are not allowed to overfill.
   d. Gloves are used to handle soiled laundry.
   e. Disposal of regulated waste will be handled as required by the law.

6. Biohazard signs of color-coding will be used for:
   a. Containers of regulated waste.
   b. Sharps disposal containers.
   c. Laundry bags of soiled clothing/towels.
   d. Contaminated equipment.
   e. Contaminated trash.

7. Specific cleaning will be handled as follows:
   a. Floors (small spills); bus interiors and all washable surfaces (including walls, desks, countertops, etc.):
      1. Put on gloves and any other protective equipment needed (on buses use the kit and follow its directions).
      2. Use disposable towels to absorb the material, then place into bag.
      3. Squirt disinfectant (Wexcide or other tuberculocidal) evenly over the spill area.
4. Wipe this solution up with disposable towels and discard in the bag.

5. Remove gloves and put into the bag.

6. Spray the area with the disinfectant (Wexcide) and allow it to air dry.

7. Seal up the plastic bag (color coded or labeled).

8. Wear gloves to disinfect any aprons or face shields that must be cleaned.

9. Disinfect reusable gloves or dispose of the disposable ones.

10. Wash hands with soap and running water.

b. For carpets or upholstery:

1. Put on gloves and any other needed equipment.

2. Use disposable towels to absorb any material and place into bag.


4. Apply rug or upholstery shampoo.

5. After area is cleaned and revacuumed, spray with disinfectant (Wexcide or tuberculocidal). Let air dry.

6. Remove disposable bag from vacuum cleaner and place into waste bag (color coded or labeled).

7. Clean and disinfect vacuum cleaner and shampooer (Wexcide).

8. Remove gloves and place in bag.

9. Tie off bag and dispose of properly.

10. Wash hands with soap and running water.

c. Laundry (for all washable materials):
1. Wear gloves while handling materials.

2. Rinse items under cold, running water.

3. Put items into plastic bag that can be sealed until it can be emptied into washer.

4. Wipe sink with paper towel and place it into a biohazard bag.

5. Remove gloves and put into the bag and place into the proper container.

6. Spray sink with disinfectant spray (Wexcide).

7. Wash hands under running water using soap.

8. Wear gloves and any other needed protective equipment when handling laundry to place into washer.

9. Follow manufacturer's instructions as to detergent.

10. Remove gloves and place into biohazard bag.

11. Wash hands with soap and running water.

d. Small amounts of blood on floors in shoproom, etc., may be washed down the floor drain and followed by a spray with a disinfectant (Wexcide or tuberculocidal).

e. For large areas of spill on floors:

1. Wear gloves and any other protective equipment.

2. Use the two bucket system (one bucket to wash the soiled surface and one bucket to rinse).

   a. In bucket #1, dip, wring and mop up blood or body fluids.

   b. Dip and wring in bucket #1 and mop again.

   c. Dip and wring out mop in bucket #1.

   d. Dip and wring in bucket #2, which contains proper disinfectant (Wexcide, etc.).
e. Mop contaminated area again.

f. Rinse and mop again with bucket #2.

3. Properly dispose of used cleaning solutions down the drain pipe.

4. Soak the mop in a cleaner solution of Wexcide, etc.

5. Rinse both buckets in disinfectant (Wexcide) after use. After rinsing the buckets, rinse the sink.

6. Remove gloves and other equipment, dispose of throw-away types of biohazard bag and spray disinfectant on reusable equipment.

7. Dispose of bag in proper place.

8. Wash hands with soap and running water.

f. Always use gloves when handling used feminine pads, tampons, dressings and bandaids as well as other soiled items when placing them into the biohazard bag.

g. Broken glassware or sharp items must not be handled with gloves. Use broom and dustpan to transfer them to a puncture-resistant biohazard container. When completed, cleanse items and surface with disinfectant.

h. Regularly scheduled cleaning procedures are with the head janitor at each site.

**Hepatitis B**

A. **Vaccination.** Hepatitis B vaccine will be made available to employees who have occupational risk to exposure. This vaccine will be provided in the following ways:

1. At no cost to the employee.

2. At a reasonable time and place.

3. By or under supervision of a physician.

4. According to recommendations of U.S. Public Health Service.
5. Be made available to an employee within ten working days after initial assignment or in job change placing an employee into an occupational exposure category.

6. If employee declines the vaccine initially but later decides to accept, employer shall provide vaccine at that time.

7. Employees who decline the Hepatitis B vaccine **MUST** sign a declination statement.

8. If U.S. Public Health Service later recommends a routine booster, such booster shall be made available.

**B. Post Exposure and Follow-Up.** If an employee of the District is involved in an incident where exposure to bloodborne pathogens may have occurred, the following actions are taken:

1. Report it to supervisor immediately.

2. Fill out an Exposure Incident Investigation form.

3. Consult with a physician.

Much of the information in the post-exposure evaluation is confidential, and everything possible will be done to protect the privacy of the people involved. The providing physician will receive the following information:

1. A copy of the Bloodborne Pathogens and Exposure Control Plan Policy.

2. A copy of the Exposure Incident Investigation form.

3. Blood reports from employee file and from source of contact, if available.

4. Vaccination status or copy of declination statement.

The physician then returns to the District (as employer) within 15 days, a report stating:

1. That Hepatitis B vaccination was or was not indicated, and whether or not it was given.
2. Confirmation that employee has been counseled and informed regarding the results of the evaluation, and if further treatment, evaluation or counseling is needed.

**Recordkeeping**

Accurate records of all employee status, incidents and reports will be required to be kept in their file. All employees with occupational risk of exposure must maintain the following in their file:

1. Name.
2. Social Security Number.
3. Copy of Hepatitis B vaccination status or a declination statement.
4. Copies of all reports of exposure incidents, medical testing, results of exams and follow-up reports as a result of an employee being exposed to a bloodborne pathogen.
5. Records will be retained in the employee's file the duration of employment plus 30 years.
6. All records are to be kept confidential.

**Training**

All employees with potential for exposure to bloodborne pathogens will be provided education at no cost to them and during working hours, initially and annually thereafter. Topics to be covered in the training session include:

1. An explanation of this plan and where it can be reviewed at any time.
2. An explanation of the bloodborne pathogens and their symptoms.
3. Modes of transmission of the bloodborne pathogens.
4. The methods for recognizing the tasks/activities performed that involve exposure to bloodborne pathogens or other potentially infectious material.
5. Review of the methods to be used to reduce the exposure (methods of compliance).
6. Review of the personal protective equipment provided by the District – when and how to use them.

7. Warnings used by the District – Biohazard labeling and color-coding.

8. Information on the Hepatitis B vaccine.

9. Actions to be taken upon an emergency where blood or other infectious material may be present.

10. The procedures to follow if an incident involving exposure does occur.

11. Information on what is included in the post-exposure follow-up, the evaluation which will be done, the testing and the medical consultation.

12. Opportunity for employees to have a question and answer period.

13. Copies of Bloodborne Pathogens Training Sessions forms will be kept for a period of three years.

   a. Records will include date, contents of session, name and job description of attendees and name and qualifications of trainer(s).

Non-Compliance

This Policy is mandated by OSHA to ensure employee safety in the workplace. Employees are REQUIRED to follow this Policy in carrying out their assigned duties as they have been trained to do. Noncompliance with this Policy will result in administrative review and may be cause for disciplinary action.
ADMINISTRATOR WORK SCHEDULE

School administrators are expected to remain at school as long as necessary to complete their duties and for the safety of students and personnel. School administrators shall not leave students in a school building without the supervision of an adult. Each administrator shall have a minimum of one-half hour as a break for lunch.

Administrative personnel not assigned to a specific school shall work the hours assigned by the Superintendent.
EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the Superintendent, who shall be evaluated by the Board of Education, all certified and non-certified administrators shall be evaluated annually by the certified personnel designated by the Superintendent. All evaluations shall be made in writing.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form that is inapplicable to the administrative position being evaluated.

The general areas of administrative effectiveness shall include the indicators included in the Oklahoma Minimum Criteria for Effective Administrative Performance or other minimum criteria developed by the State Board of Education and any supplemental indicators that are included on the approved evaluation form.

This Policy and the evaluation form utilized to effectuate this Policy shall promptly be made available to all persons subject to this Policy.

All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than April 1 of each school year.

The Board of Education shall evaluate and complete the evaluation form on the Superintendent of Schools at least ten (10) days prior to the Board taking any action to renew or not renew the Superintendent's contract.

Nothing in this Policy shall require as a condition precedent to dismissal of any administrator that a prior written evaluation be made of the administrator; provided, however, no action to nonreemploy a certified or non-certified administrator shall occur without a written evaluation of the administrator.
CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING
NONEXEMPT EMPLOYEES

It is the policy of the Okmulgee Public Schools to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this Policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work and related recordkeeping requirements. The purpose of the Policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive compensation for approved overtime. The District’s construction and interpretation of this policy shall be consistent with FLSA’s mandatory provisions.

**District’s Overtime Obligations**

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid at a rate of not less than one and one-half times the nonexempt employee’s regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for nonexempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which
such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the District will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday.

**Employee Classification for Purposes of FLSA**

It is the District’s intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

**Non-Covered Employees**

The FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of the FLSA.

**Exempt Employees**

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative and/or professional personnel.

The District employs a variety of employees. The determination of an employee’s proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation. The descriptions below are not intended to be dispositive of overtime classification issues and are supplemented in disputed cases by FLSA mandatory provisions.

A. **Executive Employees**

An exempt executive employee is one who meets either the “standard test” or the “highly compensated employee test” for the executive exemption. The standard test is used when an employee receives a total annual compensation of less than
$100,000. All of the following requirements must be met when an employee is classified as an exempt executive employee.

1. **Management:** Employee has a primary duty that is management of the enterprise in which he or she is employed or of a customarily recognized department or subdivision of the enterprise.

2. **Supervision:** Employee customarily and regularly directs the work of two or more other employees.

3. **Authority:** Employee has the authority to hire or fire other employees; alternatively, the employee’s suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

4. **Compensation:** Employee must be paid a salary of at least $455.00 per week.

B. **Administrative Employees**

An exempt administrative employee must meet either the “standard test” or the “highly compensated employee test” for the administrative exemption. The standard test is used if the employee receives total annual compensation of less than $100,000. All of the following requirements must be met for an employee to qualify as an exempt administrative employee.

1. **Duties:** The employee must have a primary duty that includes the performance of office or non-manual work directly related to the management or general business operations of the District or the District’s customers (students, employees, patrons).
2. **Discretion**: The employee must have a primary duty that includes the exercise of discretion and independent judgment with respect to matters of significance.

3. **Compensation**: The employee must be compensated on a salary or fee basis at a rate of not less than $455.00 per week, exclusive of board, lodging or other facilities.

C. **Professional Employees**

An exempt professional employee may be either a “learned professional” or “creative professional” and qualify for the exemption. To qualify for either exemption, an employee must meet the appropriate “standard test” or the “highly compensated employee test.” The standard test is used when an employee receives total annual compensation of less than $100,000.

A learned professional employee must meet all of the following requirements to be classified as exempt:

1. **Duties**: The employee must have a primary duty that is the performance of work requiring knowledge of an advanced type, including the consistent exercise of discretion and judgment, in a field of science or learning, customarily acquired by a prolonged course of specialized intellectual instruction.

2. **Compensation**: The employee must be compensated on a salary or fee basis at a rate of not less than $455.00 per week, exclusive of board, lodging, or other facilities. There are limited exceptions to the salary or fee basis test, one of which includes teachers.
To qualify as a creative professional an employee must engage in the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor, as opposed to routine mental, manual, mechanical or physical work. Examples include fields such as music, writing, acting and graphic arts. In addition, the compensation requirement in part 2 above must be met.

Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee’s regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Non-RN school nurse
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:
- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:
- Guidance counselors
- Certified public accountants in budget office
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:
- Appointed members of the Board of Education
- Elected members of the Board of Education
- Homeroom mothers/fathers and other volunteers

**Authorization Required for Overtime**

Employees are not permitted to work overtime without the prior written authorization of the employee’s supervisor or the Superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she
is required to immediately bring overtime work to the attention of his/her supervisor. **Supervisors are required to strictly enforce the District’s prohibition of unauthorized overtime.** To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the District’s Policy will be subject to discipline up to and including possible termination of employment.**

**Use of Time Clocks or Other Time Records**

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee’s knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee’s work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this Policy. Time accumulated on the time clock before or following the employee’s scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee’s knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.
An employee who identifies an erroneous entry on his/her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee’s supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the District, even though that result is unintended.**

**Deductions from Salary**

Occasionally the District may make deductions from the wages of salaried (exempt) employees. It is not the District’s intent to make improper deductions from the wages of exempt employees. Accordingly, if at any time an employee believes that he or she has been docked wages improperly, the employee should immediately bring this to the attention of his or her supervisor, the Human Resources Director, or (if no Human Resources Director) the Superintendent. If the alleged wrongful deduction was made toward the end of the District’s fiscal year, the employee should ensure that his or her complaint is filed in accordance with the above instructions, no later than at least ten (10) business days prior to June 30.

The employee should identify in writing the deduction, the date upon which the deduction was made, along with an explanation of why the employee believes the deduction is improper. The claim shall be promptly investigated and if it is determined that the deduction was for any improper reason, including those related to FLSA, the employee shall be promptly reimbursed the amount of the deduction.

**Copy of Policy to Employees**
Each employee will be furnished with a copy of the District’s FLSA Policy and required to sign an acknowledgement confirming that the employee received the Policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the Policy should be directed to the employee’s supervisor or the Superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of the FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the Superintendent in writing, setting out the basis for the employee’s complaint of misclassification or incorrect compensation.
MULTIPLE EMPLOYMENT ASSIGNMENTS

The District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee’s teaching or administrative position.
**Employment Contract Supplements**

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

**Multiple Position Employment of Non-Exempt Employees**

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty (40) hours during the employee’s workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty (40) hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee’s supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

**Overtime Rates of Pay**

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as
part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee’s supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

**Benefit Entitlements According to Primary Position**

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.
COMPENSATORY TIME FOR OVERTIME

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Okmulgee School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee’s entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District’s other policies concerning FLSA. The District’s administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District’s policy and applicable procedures concerning compensatory time are more fully detailed below.

Prior Approval of Overtime Required

OVERTIME WILL NOT BE ALLOWED TO ANY NON-EXEMPT SUPPORT EMPLOYEE UNLESS PRIOR APPROVAL HAS BEEN GIVEN, IN WRITING, BY THE EMPLOYEE’S SUPERVISOR OR HIS/HER DESIGNEE. NON-EXEMPT SUPPORT EMPLOYEES WORKING IN EXCESS OF FORTY (40) HOURS PER WORK WEEK WITHOUT PRIOR WRITTEN APPROVAL MAY BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION, UP TO AND INCLUDING THE POSSIBILITY OF DISMISSAL.
Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a work week, the District may provide compensatory time (“comp time”) off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee’s supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operations of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent’s designee to schedule a date for the comp time to be taken. The District, at its sole option, may require an employee to use accrued comp time at certain times.

Maximum Accrual of Time

Employees may accrue up to 240 hours of comp time. (Because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work.) Employees who work in a public
safety activity, emergency response activity or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

**When Hours Are Not Considered Work Hours**

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as “hours worked” if the time can effectively be used for the employee’s own purpose.

**Volunteer Work**

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of non-exempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when non-exempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the District who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

**Payment for Comp Time Upon End of Employment**

Any non-exempt support employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

**Notice of Policy to Non-exempt Employees**

A copy of this policy will be provided all of the District’s non-exempt employees along
with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the District.
RESIGNATION OF EMPLOYMENT

When resigning, an employee may do so by personal correspondence, or by using the Resignation Form provided by the district. Such a document is to be presented to the Office of the Superintendent, or his/her designee to complete the resignation. The Board empowers the Superintendent or his/her designee to accept resignations. Written acceptance of a resignation releases the employee from any contractual and/or employment duties owed to the District on the effective date of the resignation, and makes the resignation irrevocable.
**Adjunct Coaches**

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**Definition**

An adjunct coach is any individual authorized by the school to perform coaching duties who is not a certified teacher of the district. This includes both paid positions and volunteer positions. The requirements for both are identical.

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**Okmulgee Public Schools requirements for Adjunct Coaches**

1. Okmulgee Public Schools requires an Oklahoma state bureau of investigations background check and current OSBI fingerprints. The cost incurred for the OSBI background check and fingerprints is the responsibility of the individual coach seeking to be an adjunct coach.

2. Okmulgee Public Schools requires that each adjunct coach be recommended to the athletic director by the head coach in that respective sport. The recommended candidate must have all certifications set forth by the OSSAA and Okmulgee Public Schools prior to the recommendation. Okmulgee Public Schools will not assist financially with the costs incurred by the individual seeking to be an adjunct coach. Okmulgee Public Schools will not give any assurance to any prospective volunteer coach that they will be appointed to a paid position. All appointments for adjunct coaches, whether volunteer or paid, will be finalized/confirmed by the Okmulgee public schools board of education.

3. All individuals considered for appointment as an adjunct coach must hold all credentials required by the State Department of Education and the Oklahoma Secondary Schools Activities Association.

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**OSSAA /SDE Requirements for Adjunct Coaches**

1. Each coach within the school district will have taken, and passed, a certified, and accredited, care and prevention of athletic injuries course. The cost of the course is the responsibility of the individual coach seeking to be an adjunct coach.

2. Each coach must have taken, and passed, the “fundamentals of coaching” course for their respective sport provided by the national federation of high school sports, found on the website at www.nfhslearn.com. The cost of the course is the responsibility of the individual.

3. Each coach must have taken, and passed, the “concussion in sports-what you need to know” course provided by the national federation of high school sports at www.nfhslearn.com. The cost of the course is the responsibility of the individual.
4. Each coach must have taken, and passed, the “sportsmanship” course provided by the national federation of high school sports at www.nfhslearn.com. The cost of the course is the responsibility of the individual.

5. Each coach must become NFHS certified. Each coach is responsible for attaining certification through the national federation of high school sports. This can be obtained by taking, and passing, the criteria for “getting certified” on the NFHS website at www.nfhslearn.com. The cost of the course is the responsibility of the individual coach seeking to be an adjunct coach.

6. These requirements must be fulfilled prior to allowing any adjunct coach, whether paid or volunteer, to take the practice field.

**OSSAA state rules meetings**

Each coach of a varsity team in basketball, football, soccer, volleyball, wrestling, golf and track & field shall attend an OSSAA state rules meeting for that sport for the current school year. Proof that you have completed the on-line rules meeting must be submitted to the OSSAA. The OSSAA Board of Directors will establish the penalty for non-compliance.

**Coaches’ ethics and professional standards**

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and in spirit, regardless of the consequences.
- Respect the integrity and judgment of sports' officials, never baiting or taunting officials in any way, or seeking out an official during half-time or at the conclusion of a contest.
- Demonstrate a mastery of, and continuing interest in, coaching principals and techniques through professional improvement.
- Encourage and respect for all athletes and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relations among coaches.
- Fulfill responsibilities to provide emergency health procedure and ensure an environment free of obvious safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to inculcate good health habits, including the establishment of sound training rules.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
The Okmulgee Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using Tulsa’s TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. At least one evaluation shall occur during the fall semester, and at least once during the spring semester each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a "superior" or "highly effective" rating under the TLE, who may be evaluated once every two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. The school district will also incorporate the student academic growth and other academic measurement quantitative components of the TLE.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.
If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.
OAM’s and the TLE

During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers shall be based on the qualitative component of the TLE. However, as required by 70 O.S. § 6-101.10 for purposes of testing the TLE, the school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE.

The board of education shall approve a list of “other academic measures” (OAM) from the list of options which have been approved by the State Board of Education. OAM are alternative instruments ensuring a robust teacher evaluation, capturing unique facets of effective teaching, and reflecting student academic performance impact by the teacher. Each teacher shall have at least two options that are grade level appropriate. The teacher may select an OAM from the list approved by the board of education that is relevant to the job duties assigned to that teacher. The OAM should be selected by the teacher with the understanding that the measure is to be utilized to provide actionable feedback to the teacher. If there are not at least two options of OAM listed on the approved OAM list that are relevant to the job duties of a teacher, two other relevant options will be provided by the board of education that meet the definition of other academic measure adopted by the Oklahoma State Board of Education.

The rating scale for each teacher shall be a 5 point scale, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.

The timeline for the evaluation process shall be as follows:

1. During the first nine weeks of school, each teacher shall do each of the following:
   a. Determine an academic area of focus for the teacher's students that will guide the OAM’s for the teacher.
   b. Administer a pre-assessment or locate data that can be used as a pre-assessment of the academic area of focus.
   c. Select an OAM that will be used to measure the performance of the academic area of focus at the end of the school year (or after instruction for the academic area of focus is complete). Those teachers who receive an individual value added model score because they teach in a grade and subject that has state tests used for calculating individual value added model scores may substitute the value added model score (on a 5 point scale) for the other academic measure if they so choose.
d. Establish a SMART goal by the end of the first semester for the academic area of focus as measured by the OAM. SMART goals are Specific, Measureable, Attainable and Ambitious, Results-driven, and Time-bound. SMART goals should be established based on pre-assessment data. Teachers may collaboratively develop SMART goals and 5 point rating scales with peers.

e. Establish a 5-point rating scale, by the end of the first semester, for the SMART goal, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is

f. By way of signature, receive agreement from the evaluator on the SMART goal and 5-point rating scale. If the teacher and the evaluator cannot agree on the SMART goal and 5-point rating process, the Superintendent shall provide mediation.

2. At the end of the school year (or after instruction for the academic area of focus is complete), all teachers shall consult with their respective evaluators to determine if the SMART goal was reached and what score will be assigned based on the previously agreed upon 5-point rating scale for the OAM. Documentation of student performance should be provided.

3. Because the results of many OAM are unavailable until after evaluations must be completed for re-employment decisions, other academic measure results will be calculated as 15% of teacher evaluations during the year following their attainment.

4. If a teacher encounters an extenuating circumstance including, but not limited to, extended illness, acceptance of a student teacher, natural disaster, flu epidemic, or those situations that materially impact the achievement of the teacher's students after a SMART goal has been agreed upon, the teacher shall be evaluated via the development of a high quality reflective analysis of their student performance and factors that contributed to the teacher's inability to reach expected targets.

The district shall utilize the OAM sample worksheet provided by the State Department of Education.

Data shall be collected by the evaluator on an ongoing basis in compliance with the system of evaluation selected by the board of education. The data shall be maintained in an evaluation file for the teacher. Final scores for the OAM component shall be determined by the end of the school year.
Approved OAM’s

The following OAM’s are approved for use by the Board of Education. Note however, that not all OAM’s are available in the district every year. Only those OAM’s that the district has available at no additional cost are available at any particular time.

- End of Instruction (EOI)
- Oklahoma Core Curriculum Tests (OCCT)
- Oklahoma Modified Alternate Assessment Program (OMAAP)
- Oklahoma Alternate Assessment Program (OAAP)
- Measured Progress (when available)
- Advanced Placement (AP)/International Baccalaureate (IB) Exams
- Assessments on the ACE Alternate Test List
- DIBELS
- Computer Generated Assessments
- EXPLORE/PLAN/ACT/WorkKeys
- Industry Recognized Certification Exams
- SAT/PSAT
- Star Reading/Star Math/Star Early Literacy
- Other state or nationally available assessments that generate student scores automatically (In other words, the cut scores are consistent across all districts and states.)
- Overall School Grade or GPA (A-F Report Card)
- Student Academic Performance Grade (A-F Report Card)
- Student Growth Grade (A-F Report Card)
- Whole School Performance Grade (A-F Report Card)
- Any A-F Report Card Component (e.g., Graduation Rate, Bottom 25% Growth)
- Gallup Student Poll
- Tripod Student Perception Survey
- National, State, Area, or Regional Competitions (Sponsored or OSSAA or similar organization)
- Robotics Competitions
- State Science Fair
**Introduction**

In accordance with Oklahoma law, every person having reason to believe that a child under of the age of eighteen (18) years is a victim of abuse or neglect shall report immediately to the Oklahoma Department of Human Services (DHS) at 1-800-522-3511 and the local law enforcement agency. District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC) at 1-800-522-8031. Teachers of students who are eighteen (18) years of age are required to make a report to local law enforcement immediately if they learn of reason to believe the adult student is a victim of abuse or neglect.

Requires an officer, employee or board member of a school district to notify law enforcement of any threatening behavior and exempts him or her from discipline and civil liability for acting in good faith if he or she reasonably believes a person is exhibiting threatening behavior.

In addition, each employee shall notify the principal when a report is made. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

**Definitions**

Certain terms used in this policy have the following definitions:

"Child abuse and neglect" that must be reported to include: child abuse; sexual abuse/exploitation; contributing to the delinquency of a minor; trafficking; incest; forcible sodomy; taking or enticing a child away; involving a minor in participation or distribution of child pornography; facilitating, encouraging, offering or soliciting sexual conduct with a minor; causing, inducing, persuading or encouraging a minor to engage in or securing a minor for prostitution or any other lewd or indecent act; rape; making any oral, written or electronically or computer-generated lewd/indecent proposals to a minor under the age of 16.

"Threatening behavior" to mean any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property.

A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.
“Sexual abuse” includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation” includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.

“Exploitation” means an unjust or improper use of the resources of a child for the profit or advantage, pecuniary or otherwise, of a person other than the child, through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses.

“Trafficking” is defined by the Oklahoma Statutes at OKLA. STAT. tit. 21 § 866.

“Parent” refers to parents, guardians or others who have legal responsibilities for specific children.

**Reporting Suspected Child Abuse and/or Neglect Exploitation, Threatening Behavior**

In accordance with Oklahoma law, every person having reason to believe that a child under of the age of eighteen (18) years is a victim of abuse or neglect shall report immediately to the Oklahoma Department of Human Services (DHS) at 1-800-522-3511 and the local law enforcement agency. Employees must report suspected child trafficking to OBNDDC at 1-800-522-8031. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student’s safety and welfare while at school or participating in school activities. Teachers of students who are eighteen (18) years of age are required to make a report to local law enforcement immediately if they learn of reason to believe the adult student is a victim of abuse or neglect. The employee should then provide notice to the school principal or other school official that a report was made, the name of the child, circumstances surrounding the report and the confirmation number provided by the hotline representative.

Requires an officer, employee or board member of a school district to notify law enforcement of any threatening behavior and exempts him or her from discipline and civil liability for acting in good faith if he or she reasonably believes a person is exhibiting threatening behavior. States that these requirements are not intended to impose a specific liability on a district.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

After a report is made to DHS or OBNDDC via the hotline, the reporting party will prepare a written report which contains the confirmation number of the report, the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the child, the parents, and any other responsible persons, the child's
age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

A school employee with knowledge of a report shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

**Information Concerning Child Abuse, Neglect, Exploitation, and Threatening Behavior**

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the child, the superintendent will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the child's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

**Investigating Child Abuse, Neglect or Exploitation**

At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office, the superintendent, principal or other school official shall permit the investigators access to a student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the child. The superintendent will not contact the parent, guardian or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable or if the representatives request the presence of a district employee during the interview.

**Immunity for Good Faith Reports**

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.
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SECTION VI

BUSINESS AND SUPPORT SERVICES
ANNUAL OPERATING BUDGET

The school budget is a written document which presents the Board's plans for the allocation of resources into an explicit expenditure plan to sustain and improve the educational function of the Okmulgee Public Schools. The Superintendent is authorized to make expenditures on commitments in accordance with the specific policies and regulations of the Board and state law.

The budget shall be based upon the educational needs and financial ability of the District, as cooperatively identified by the Superintendent and staff, the Board of Education and the community.

The budget shall be balanced and shall provide for adequate reserves.

The Board of Education has the responsibility of providing the local funds necessary to finance the operation of the schools by the exercise of its taxing power.

The Board may legally transfer funds between budget categories by resolution. Advance notice of intention to adopt the resolution shall be given.
ANNUAL AUDIT

An examination of the accounts of the District shall be made annually by an independent certified public accountant and conducted in accordance with generally accepted auditing standards and shall include all funds.

An auditor's fee shall be established in each fiscal year. The Board shall select an auditor experienced in municipal accounting, approved by the State Board of Education and willing to perform the required services for a fee acceptable to the Board.
SCHOOL DEPOSITORY

Citizens Security Bank and the First National Bank of Okmulgee/Henryetta are the designated depositories for monies received by the District.

No later than the regular school Board meeting in June of each year, the Board will review revenue interest bearing bids received from each institution and authorize the school treasurer to transfer or leave school funds at the bank designated as the depository for the next fiscal year.

The depository shall at all times keep the entire amount in the District’s checking accounts covered with U.S. Treasury bills or other securities or the irrevocable letter of credit issued by the federal home loan bank.

This does not limit the District from investing funds with other financial institutions at any time during the duration of the fiscal year.
INVESTMENTS

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Okmulgee Public Schools. This Policy sets forth the investment policy for the management of the public funds of the District. The Policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

**Investment Authority**

The District treasurer is required by the Board of Education to invest District monies in the custody of the treasurer in those investments permitted by law. The treasurer shall to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The District treasurer shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;

3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above, including obligations of the United States, its agencies and instrumentalities and where the collateral has been deposited with
a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;

8. Warrants, bonds or judgments of the District;

9. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or

10. Any other investment that is authorized by law.

**Investment Philosophy**

This Policy shall be based upon a "prudent investor" standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons or ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District's funds, the treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. **Liquidity.** Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.
2. **Diversification.** The investment portfolio will be diversified to avoid one class of investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.

3. **Safety of Principal.** Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.

4. **Yield.** The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.

5. **Maturity.** Investments may have maturities extending to 12 months, provided sufficient liquidity is available to meet major outlays, and except that general fund investments may not exceed 12 months.

6. **Quality of the Instrument and Capability of Investment Management.** The Superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board of Education.

**Safekeeping and Custody**

The treasurer will maintain a list of the financial institutions and pooled investment programs governed by an interlocal cooperative agreement formed pursuant to Okla. Stat. tit. 70, § 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution will be considered to be independent from the financial institution.

2. All securities will be in book entry form, and physical delivery of securities will be avoided.

3. Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
4. Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

**Reporting and Review of Investments**

The treasurer will prepare an investment report to be submitted to the Board of Education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.
2. The purchase and maturity dates of these securities.
3. The name and fund for these securities.
4. The yield rate of these securities.
5. Any collateral pledged by a custodian.

The Board of Education shall review the treasurer's investment performance on a regular basis.

**Depositing of Interest**

Interest income earned for all non-activity funds may be placed in the fund from which the investment was made (general fund, building fund, cafeteria fund, bond fund, sinking fund, or gifts and endowment fund). Interest on Activity Fund 61 shall be deposited to Project 803 in Fund 61. Interest on Activity Fund 62 (monthly Cafeteria monies) shall be deposited to the Cafeteria Activity Fund 62.
AUTHORIZED SIGNATURES

Checking Accounts

The school treasurer is the only officer of the Board required or authorized to sign treasurer checks on the Board of Education for the purpose of withdrawing funds from account no. 1. The treasurer is limited to making withdrawals from this account except for the following purposes:

1. To buy up (redeem) warrants issued on the District's General Fund and Building Fund.
2. To pay the District's Sinking Fund obligations as they come due.
3. To make authorized investments with District funds.

The District deputy treasurer, Superintendent and Assistant Superintendent are the only officers required and/or authorized to co-sign checks drawn on the Activity Fund.

District Warrants

All warrants of the District shall be signed by the president of the Board or by the lawfully designated presiding officer and the clerk. The treasurer shall also sign the warrant to attest to the fact that the warrant has been registered.

Contracts and Purchase Orders

All formal contracts and purchase orders or purchasing procedures covering purchases will be made in compliance with state school law.

Purchase orders will be approved when submitted with the signature of the person initiating the order along with the principal and Finance Director, Assistant Superintendent or Superintendent. Invoices for all purchases will be approved by the Board of Education before payment. The Board of Education has the sole authority and responsibility for all purchase contracts of the District, and this authority and responsibility cannot be delegated. OR
No employee except the Superintendent has the authority to sign any contract or agreement on behalf of the District. The Superintendent has authority to sign contracts or agreements only as authorized by the Board of Education.
POSSESSION OF SIGNATURE STAMPS

The Board members of the Okmulgee Public School have signature stamps/signature plates which have been properly registered with the Oklahoma Secretary of State, and it is the desire of the Board members to place the responsibility for the safekeeping of the signature stamps/signature plates with the treasurer or the deputy treasurer. Therefore, the stamps/signature plates will at all times be kept in a safety deposit box, school safe, fireproof safe, or other secure place. Possession of the stamps/signature plates will only be relinquished to be used by the treasurer or deputy treasurer to place signatures on warrants issued from Board-approved encumbrances.
PURCHASING AND VENDOR REGULATIONS

1. All vendors must contact the Assistant Superintendent or Finance Director for approval before calling on any schools.

2. The purchasing department shall conduct all price adjustment negotiations when necessary.

3. Visitation to suppliers shall be a part of the purchasing agent's practice.

4. Activity fund purchases shall be requisitioned through the sponsor with the approval of the principal.

5. Purchasing procedures shall be implemented in accordance with rules and regulations of the purchasing department.
CREDIT CARDS

Okmulgee Public Schools recognizes the advantage and occasional exclusive need for the use of credit cards as a purchasing tool for the district. The Board of Education authorizes the Superintendent, Chief Financial Officer, and/or Director of Purchasing Services to obtain District credit cards for use towards payment of services and/or products in certain circumstances.

If a purchase is deemed best value or sole source, but the vendor does not accept purchase orders, or the established method of the vendor to secure the purchase is via a credit card, then the district credit card may be used to make the purchase. Examples of such instances include: when purchase orders are not accepted by the selected vendor; reservations for travel; enrollment in educational courses; participation in conferences, competitions, or other events; when on-site purchases need to be made; vendors who establish card use as the primary method of business; fuel purchases; emergencies on student field trips or employee trainings; savings club memberships; professional development conferences; other legitimate situations as may arise.

Credit Cards / Store Cards / Fuel Cards

It is the intent of the district that whenever possible, a regular purchase order is the preferred means of procurement. However, the use of Credit Cards are also an authorized mechanism for purchasing. In an effort to ensure proper use of credit cards, and accomplish a responsible means of accounting, the Board adopts the following guidelines:

- The school Superintendent shall establish a means of control by which the dissemination and use of such cards shall be restricted to appropriate use only;
- A purchase order approved by the Superintendent or Chief Financial Officer shall be required prior to the use of any card;
- The school business office shall record a listing of all credit card vendors, their account numbers and individual card numbers;
- The school business office shall keep a log of all cards issued, to whom, the date of issue, and the card number;
- No purchases made with a card shall be valid without a properly executed purchase order in place prior to the use of the card;
- Only the Superintendent or Chief Financial Officer shall have the authority to secure cards from various providers/vendors in the name of the district;
- Only the Superintendent or Chief Financial Officer shall have the authority to execute distribution of the various cards held by the district;
- Card use will be monitored by the Superintendent and Chief Financial Officer on a regular basis to ensure proper usage.
In compliance with Okla. Stat. tit. 70, § 5-129, the Okmulgee Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities conducted in the District. The Board shall appoint a school site activity fund custodian for each school within the District. Money raised through the direct involvement of students such as candy sales, catalog sales, etc. will be expended for the direct benefit of students. At the beginning of each fiscal year and as needed during each fiscal year, the Board shall approve all school activity fund sub-accounts and all sub-account fundraising activities.

For fundraisers generated from within the District, there must be a minimum of a 25% profit margin, with a school store as an example. All fundraisers using items purchased from outside vendors, such as candy companies' merchandise, will be sold at a profit margin of 40% minimum.

Certain resale items may be excluded from the profit margin provision. These items would be purchased through an activity account, with approval of the Superintendent or Purchasing Director, and resold primarily for the use of students, staff, etc. Approved items such as cheerleading attire and accessories; band equipment and supplies; athletic attire, supplies or equipment; and/or other items will be sold at cost or above and will not be considered general fundraisers. All resale items will be inventoried throughout the resale period. Records will show purchase order number, quantity and cost of items purchased, sale price, number sold and remaining inventory on any particular date. Complete records will be turned into the Purchasing
Director at Central Office after the resale event is complete or at the end of the school year, whichever is sooner.

All fundraiser requests and expenditures not included in the sub-accounts master program must receive approval from the Okmulgee Board of Education. No more than two fundraisers per semester will be allowed. All fundraisers will be placed on the District calendar of events. After the fundraising request has been approved by the Superintendent and building principal, the request will be forwarded for inclusion on the school calendar.

Receipts for collections will be given to the school site activity fund custodians. Pre-numbered tickets will be used for admissions in order to establish internal control. All tickets not sold by the gate keepers will be accounted for at the end of each event, and a written reconciliation will be made of tickets sold to actual revenues collected. Reconciliation documents should be filed in date order as part of the documentation for the activity fund. All collections will be handled in compliance with state laws and procedures (i.e. money should be deposited daily, etc.).

Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created. Purchases from activity funds for materials, fees, services, or equipment shall be requested by way of a completed requisition prior to purchase with payment not made unless invoices or delivery tickets are furnished. Purchase orders that are issued for fundraising materials, trips, yearbooks, etc. that exceed the available balance in the sub-account will include the following language:

"Sub-account balance is not of sufficient amount for this encumbrance. The intent of this purchase order is to make payments from the future proceeds of the fundraiser, fundraising activities, or sale of the yearbook, etc."

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No fundraising activity shall be approved that will interrupt or take away from class time either in the conduct of the activity or in training students for their participation in the activity. No company or other outside organization representatives shall be permitted to visit the schools during school hours for the purpose of training students in the fundraising activity, selling to students or faculty, or in assisting in the fundraising activity. A faculty or staff member will assist with any fundraiser request as authorized by the Board. Only fundraisers approved by the Okmulgee Board of Education will be allowed on District property. Money raised through the direct involvement of students such as candy sales, catalog sales, etc. will be expended for the direct benefit of students.

An outside organization that sponsors fundraising activities for school-related purposes, such as the parent-teacher organization, athletic booster clubs or academically talented organization, will coordinate all fundraising activities through a faculty advisor or school administrator.

The Okmulgee Board of Education recognizes the following school activity fund sub-accounts and guidelines for the methods of generating revenues and approved expenditures for each sub-account:

**BOARD OF EDUCATION CENTER**

**802 Education Center Clearing**
- Revenues: Cost of lost or damaged items
- Expenditures: Refund for return of lost items or repair items, end of school year transfer funds to General Fund

**803 Education Center Activity**
- Revenues: Interest from activity accounts, vending sales and candy sales, donations from public and supporters
Expenditures: Office supplies, refreshment supplies, board meeting expenses, honorariums, training fees, employee/board member recognition dinners, awards, Coffee supplies, refreshments, office supplies

**OKMULGEE PRIMARY**

**807 Okmulgee Primary Activity**
Revenues: School pictures, American Traditions brochure, kindergarten zoo. Catalog sales. Vending commissions, sales, t-shirts, sucker sales, homecoming sales, program donations, world’s finest chocolates, spirit items; St. Jude’s Math-A-Thon, FASCO Brochure
Expenditures: student awards, registrations, field trips, equipment, supplies, repairs, assemblies, pictures, Christmas and teacher appreciation luncheon for staff, lodging and travel expenses; staff development expenses, bus drivers, fuel, refreshments for meetings, film processing, secretary bond, scholastic and student magazines and golden book sales, furniture and appliances and volunteer appreciation, student folders, school spirit items; St. Jude’s Hospital, new computers, updated software for classrooms

**852 Okmulgee Primary Library**
Revenues: Book fairs, School Store, book exchange, birthday book club, donations
Expenditures: Library supplies, student prizes, visiting author fees, equipment, workshops registration and travel

**854 Okmulgee Primary Children’s Garden**
Revenues: Garden fairs, School Store, events, projects, donations
Expenditures: Garden supplies, student prizes, activity days, projects, equipment

**860 Primary/Dunbar – Elementary P.T.O**
Revenues: Popcorn sales, Christmas store sales, T-Shirt sales, Yearbook sales, valentine sale, donations
Expenditures: Supplies, equipment, student recognition, library & support for AR Reading, special events and projects, field trips, entry fees.

**885 Okmulgee Primary Center Activity**
Revenues: Vending Sales and Snack Sales
Expenditures: Christmas and teacher appreciation luncheon for staff, volunteer appreciation and Receptions, refreshments, and awards

**DUNBAR INTERMEDIATE**

**806 Dunbar Intermediate**
Revenues:  Donations, T-shirts, Sweatshirt sales, Novelty Sock Sales, yearbook sales, school pictures, school novelty store/vending (pencils, erasers, magnets, stickers etc), Catalog/brochure sales with gifts and food items, student magazines, homecoming/spirit item sales, School Mall, donations, JT Enterprises, Dances, Movie Nights, McTeacher Night, and concession stand sales from ballgames/events.

Expenditures:  Student awards, registrations, field trips, equipment, supplies, repairs, assemblies, pictures, student incentives/contests, staff development expenses, bus drivers, fuel, scholastic and student magazines, furniture and appliances, reimbursements, building supplies, walking track, landscaping, Healthy Snacks and water, special club supplies, special event/programs

809 OJH Band
Revenues:  Cherrydale Farms, FASCO, donations
Expenditures:  Contest entry fees, sheet music, repair and purchase of school instruments student attraction fees, flip folders, reeds, lubricants, mouthpieces, ligatures, mouthpiece caps, t-shirts, music stands lyres for 8th grade pep band, band trips, music technology

810 Dunbar Vocal Music
Revenues:  Student reimbursements, donations
Expenditures:  Payment for Jewelry; boys pants and shoes

853 Dunbar Library
Revenues:  Book Fair, fines, Happy Birthday Book Club, donations, School Mall,
Expenditures:  Accelerated reader prizes and lunches, library supplies, parade of lights float, storybook museum, door prizes, refreshments, workshop registration fees, travel expense, meals, circulation desk furniture

860 Primary/Dunbar – Elementary P.T.O
Revenues:  Popcorn sales, Christmas store sales, T-Shirt sales, Yearbook sales, valentine sale, donations
Expenditures:  Supplies, equipment, student recognition, library & support for AR Reading, special events and projects, field trips, entry fees.

864 Dunbar Student Council
Revenues:  Halloween candy grams, Valentine candy grams, Christmas candy grams, Valentine’s Day dance, talent show, Halloween dance, homecoming candy grams, fall dance, Easter candy grams, spring dance, drug-free week candy grams, donations
Expenditures:  Student conventions, overnight lodging, band charges for dance, supplies, materials; equipment; student recognition activities, basketball game (faculty), Oklahoma City Legislation trip, Frontier city trip, Pizza for talent show kids; Pizza for Student Council; shirts
**866 OMS Gifted & Talented (Booster)**
Revenues: Donations, snack sales at Middle School, academic meets, candy sales, t-shirt sales, gift items, fund raising dinner, sponsoring an academic tournament or competition, cake walk and bake sale, car washes, selling various items with school logos, sell tickets for a movie, “No Fund” Fund Raiser
Expenditures: supplies for special projects, purchase computers, printers, and other technology, t-shirts for academic team, field trip fees and expenses, student rewards, curriculum materials, workshops and training for teacher, snacks for academic meets.

**873 Dunbar Art**
Revenues: Donations, Penny Wars, Dessert Garden Dips Sales, Welch’s Fruit Snacks, Chocolate Covered Pretzels Sales, Fan Cloth, Cherrydale fundraisers Great American Fundraisers and Cookie Dough, Art project sales.
Expenditures: Supplies for classrooms, contest fees, travel expenses.

**874 Dunbar Science**
Revenues: Fees, donations
Expenditures: Science supplies, equipment, field trips and other related science class expenses

**882 Dunbar Center Activity**
Revenues: Donations, Coca-Cola Vending Sales and Snack Sales, donations, Valentine Gram Bear/Flower Sales, McTeacher Night, Carnivals, Courtyard events, donations, cup/coaster sales
Expenditures: Christmas and teacher appreciation luncheons or celebrations, volunteer appreciation and receptions, retirement parties, flowers, refreshments and awards, classroom supplies, concession stand sales from ballgames/events.

**OKMULGEE HIGH SCHOOL**

**804 OHS Youth Alive/Bulldogs for Christ**
Revenue: Candy sales, Candles, donations, pecan festivalMerchant sales
Expenditures: Spring rally for food, remote, security, speaker, and news Media, Christmas food baskets and goods

**811 OHS Student Activity**
Revenues: Dues, stoles, pendants, Stoles for graduating Seniors, charity event participation, donations, school spirit item sales, shirts, hoodies
Expenditures: Certificates, membership cards, pins, stoles, induction ceremony and reception, NHS activities, NHS activities, tests, dues, speaker, gifts for speaker, flowers
812 OHS Band
Revenues: Sale of instrument accessories to students, student payment of personal horn repair, student payment of individual entry fees for honor band auditions and solo/Ens, donations, prize money from contests, t-shirt sales
Expenditures: Repair of student musical instruments; new band instruments, oils; greases; accessories; gloves; individual fees for contests; drum sticks, t-shirts, new uniforms, Misc. Instructional supplies

813 Tip-in Club
Revenues: Ads for programs, car washes, T-shirt sales, Sonic cards, raffle tickets, candy sales, hamburger and fries, donations from boosters and public, concession stand sales
Expenditures: Boys and girls basketball shoes, T-shirts, meals, apparel, warm-ups, travel shirts, end of year banquet, misc. equipment, rings, camp fees, concession stand supplies, program costs, bus drivers

814 OHS Athletics
Revenues: Gate receipts; concession receipts; tournament entry fees; golf tournament; student fees; program/advertisement sales; Bulldog Express Card sales; Vending commissions; season passes; Booster Club donations; Sports Banquets; shirt sales; sweater sales; t-shirt sales; calendar advertisement sales; OSSAA reimbursements, girls & boys basketball camp, tailgate parties, Okmulgee high school coffee mugs, donations, raffles, spirit items, raffle.; sports video sales; sports video website
Expenditures: officials; event workers; concession supplies; schedule program printing; uniforms equipment; supplies; expenses for coaches clinic; change; conference dues; association fees; homecoming expenses; travel expenses/meals; team camps; scouting expenses; fundraiser expenses; Sports banquet expenses; equipment repair; audio visual services; membership dues; office supplies; trophies/award, staff uniforms, equipment, supplies; athletic entry fees; cleaning athletic facilities, hospitality room supplies, athletic event security.

815 OHS Change Account
Revenues: All collections from gate fees for athletic events
Expenditures: Reimbursement for start-up changes:

816 Okmulgee Band Boosters
Revenues: Sale of bee sticks, candy bars, etc; Indian Taco Dinner; Spaghetti Dinner; bake sale; car wash; Window washing at QT; BOK Center concessions; Pizza Hut and Sonic discount cards; Civic Club dinners; donations
Expenditures: Christmas concert refreshments; Spring concert ensemble meal and contest; Band Banquet; Senior gifts and certificates; Band Trip and Music Festival; Band Camps; Competitions; Start-up costs for concession stands

817 OHS Chip-In-Club, Golf (Booster)
Revenues: Chip-In Classic Golf Tournament; Golf-A-Thon; shirt and cap sales; donations, golf camp, dinners, fees
Expenditures: Booster club activities raising funds; OHS golf team equipment; student fees; meals; cart rentals; lessons; range balls and other equipment and training golf camp, alumni tournament, golf shirts, pictures/Clay Allen, motel expenses, Ruth Kelly, entry fees, flowers; state championship rings; tournament fees

818 OHS Tennis (Booster)
Revenues: Donation letters, tennis tournaments, tennis clinics, concessions at tournaments, gold tournaments, rummage sales, t-shirt sales, clothing sales, alumni match, softball tournaments, dunking booth at pecan festival, fastest serve booth at pecan festival, Jr. high dance at YMCA, bake sales, face painting at pecan festival, car wash, auction and tournament; t-shirts; car wash, spaghetti dinner, sponsorship for amount of games played in a tennis competition
Expenditures: Student clothes; tent, balls; equipment; meals; entry fees, shoes, rackets, motel expenses; state championship rings; tournament fees; Regional State Tournament; expenses to include meals, rooms, and t-shirts

819 OHS Band Fundraiser
Revenues: Cherrydale Farms, FASCO/GECKLER, donations, prize money for contests;
Expenditures: band contest fees, bus driver costs, color guard supplies, percussion accessories, homecoming parade fees, rooms for overnight trips, meals for trips, tickets for students for park/attractions, guard ensemble contest fees, New flags, clinician fees, new music, school instrument repair and purchase new uniforms, consultant fees; instrument purchase; trip, musical accessories for band kids

822 OHS Class of 2014
Revenues: T-shirts, mugs, tickets for dance, vending, movie rentals, candy sales, spirit items, video sales, balloon sales, flower sales, dog tags, foam paws, donations, bulldog express cards, sing-a-grams, picture sales, face paintings, car wash, auction, calendar sales, dinners, cleaning athletic facilities, studman contest, donations
Expenditures: T-shirts, float building materials, class appreciation, decorations for junior car in parade, homecoming parade entry fees, prom expenses, photography, signs, D.J. music, refreshments, classroom supplies, printed materials, consult expenses, car rentals, hats, decorations, videos, meal fees, calendars, homecoming, studman contest, light sticks, flash lights, misc. fees, talent show, college visits, academic competition, bus trips; prom expenses

823 OHS Class of 2013
Revenues: Car wash, hat & shirt sales, face stickers, talent show ,tickets for dance, car bash, candy sales, dinners, balloon sales, kiss a pig, pizza sales, donations
Expenditures: float building materials, parade entry fees, graduation expenses, class video, T-shirts, senior mugs, hoodies, class photo/frame
824 OHS Class of 2012
Revenues: T-shirts, mugs, tickets for dance, vending, movie rentals, candy sales, turkey leg sales, spirit items, video sales, balloon sales, flower sales, dog tags, foam paws, donations, bulldog express cards, sing-a-grams, picture sales, cookie dough sales, face paintings, car wash, auction, calendar sales, dinners
Expenditures: T-shirts, float building materials, class appreciation, decorations for freshman car in parade, homecoming parade entry fees, prom expenses, photography, signs, D.J. music, refreshments, classroom supplies, printed materials, consult expenses, car rentals, hats, decorations, videos, meal fees, calendars, homecoming, studman contest, light sticks, flash lights, misc. fees;

825 OHS Class of 2015
Revenues: Pop machine revenue, t-shirts, mugs, flags, tickets for Sr. dance, Christmas end of year, Sr. class video, hats, face stickers, talent show, Jr. move, cups, concession sales, homecoming flowers, valentine sales, car wash express cards, donations, Halloween candy sales, silent auction, studman contest, faculty-Jr./Sr. Basketball game
Expenditures: Light sticks, flash lights, homecoming float fees, bricks for town square, light up signs, shirts, pictures, Video camera and tri-pod, T.U. review, film of class, freshman class video, prom expenses, float building materials, class appreciation, senior mugs

826 OHS FFA
Revenues: Meat sales (Blue and Gold Sausage Company products and T&D Meat Company products), plant sales, flower sales, project sales from agricultural mechanics shop and greenhouses, produce sales, FFA dues, FFA merchandise (hats, jackets, shirts, skirts, shoes, suspenders, memorabilia, scrapbooks, awards, etc.), donations, grants, concession stand, contest/show entry fees, landscaping, and farmers market sales.
Expenditures: State and national FFA student convention costs (registration fees, concert fees, hotel rooms, food, parking, toll fees, and tours), leadership activities registration costs (Oklahoma FFA Alumni Camp, Oklahoma FFA leadership workshops, Chapter Officer Leadership Training (COLT) conference, Washington Leadership Conference, and Made for Excellence/ Advance Leadership Development Conferences), food costs for FFA activities and programs, summer chapter officer retreat, FFA achievement banquet, chapter cookouts, alumni recognition awards, appreciation lunches (teachers and veterans), FFA Week Activities (awards, supplies, decorations, etc.), State and National FFA dues, AgEd lab supplies (greenhouse, agricultural mechanics, chapter garden, and classroom), donations to OSU CASNR scholarships, Oklahoma FFA Foundation Chapter Trust Fund, Morris Region dues, student awards/recognition, jackets, shirts, hats, community projects, fairground projects, concession stand, and other activities.

827 OHS Close Up
Revenues: Donations, merchandise sales, suckers/jerky sticks, spaghetti dinner, Fall/Spring Fling Sales, T-shirts
Expenditures: Cost of Close Up trip for students to Washington, D.C.

828 OHS Academic Honor Ring
Revenues: Donations
Expenditures: Rings; jackets; plaques; shipping costs

829 OHS Planning
Revenues: Vending commission, and donations, shirt sales, t-shirt sales, cap sales, student parking fees, student copy machine, merchandise sales(leadership), beef jerky, Krispy Kreme donuts, seniors memorabilia, sell lollipops during lunch periods and before and after school
Expenditures: Leadership class projects and supplies, staff appreciation activities, student appreciation activities, student incentives and awards, TV commercials, meals and refreshments, prom expenses, classroom supplies, speaker fees, photography expenses, student council activities, national honor society activities, office supplies, equipment/repair, furniture (office, teacher, student), parking permits, printed material, smart boards, laptop controllers, wireless classroom adapters, wireless slates, Sentco Systems for classroom response, software, scientific calculators, graphing calculators, smart notebooks, Sentco response units, components that may become available, spring-time field trip for OHS Special Needs Class

830 Academic Letter “O”
Revenues: Donations
Expenditures: Reception, banquet, awards, etc., any items needed for Academic Letter “O”

831 OHS Student Council
Revenues: Homecoming parade entry fees; computer matching sheets sales; Christmas candy grams sales; calendar and book sales; gift sales, donations, t-shirt sales, bulldog express cards, spirit items, Morp School Dance
Expenditures: State student council convention expenses; student council activities; projects, Junior class-prom, dance related expenses (snacks, drinks, “prizes”, entertainment)

832 OHS Business Professional of America
Revenues: Sell snack items, Senior slide shows and photos recorded on video, variety items, print papers, photographs, various videos and DVD’s; dues, chili supper, spaghetti supper; donations
Expenditures: Spring leadership conference, officer installation, community service projects meals; travel, chapter functions; national leadership conf., homecoming float, membership dinner, national and state dues, Fall leadership conference

833 OHS Science Fair
Revenues: Donations, grants, merchandise sales for Science Fair, tri-fold etc.,
Expenditures: Student prizes and awards; refreshments; judges fees, State and National contest, program advertisement, book scholarship, judges gift
834 OHS VICA (Vocational Industrial Clubs of America)
Revenues: School store, contributions, donations
Expenditures: Film and film development, registration fees for district leadership conferences, homecoming float or vehicle entry, VICA breakfast

835 OHS Speech/Drama
Revenues: Ticket sales, program ads, school plays, donations, Button sales
Expenditures: Play books, lumber, paint, nails, screws, royalties, music rental, music deposits, Posters, cast photos, cast flowers, costume rental, piano accompanist; entry fees Tournaments, speech team shirts, play books, monologue books, scene books, acting books, trophies, awards, engraving, coaches clinic workshops, news magazines, stage equipment, theater lamps (bulbs), paper for programs, gels, props, class appreciation, PA equipment, copier paper, ink cartridges, stop watches, copier and toner

836 OHS French Club
Revenue: Donations
Expenditures: Purchase Christmas gifts for the Angel Tree Project Salvation Army; Classroom equipment & supplies;

837 OHS Spanish Club
Revenues: Candy sales, tacos/Frito chili pies, donations, merchants sales
Expenditures: Purchase computers for class, tapes, posters, videos, maps, TV-VCR for Classroom

838 OHS Vocal Music
Revenues: Candy sales; student contributions, sports calendar, donations, talent review, student reimbursements
Expenditures: Transportation for festival, student fees for festivals, educational Hispanic books or DVD, payment for jewelry; boys pants and shoes

839 OHS Science Club
Revenues: t-shirt sales, cups, poster sales, earth day, donations, student contributions, merchandise sales, grants, tri-folds, balloon sales, science paper drive
Expenditures: plant flowers and trees, field trips, speakers, banquets, science program, homecoming entry fee, program advertisement, book scholarship, class and lab specimen or equipment; landscape project

841 OHS Journalism Class
Revenues: Advertising sales; picture sales; yearbook sales; memory book sales; book cover sales; elementary yearbook sales; donations, calendar sales, middle school yearbook sales, coffee, coffee product sales; Fundraising Basketball and Volleyball Tournament, Senior Favorite voting, t-shirt sales; homecoming face-painting

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Expenditures: Yearbook production expenses; yearbook class activities; workshops and contest fees; magazine subscriptions for yearbook class, supplies and equipment for class, t-shirts for yearbook class and fundraiser; supplies for homecoming fundraiser

842 OHS Newspaper
Revenues: Advertising sales; donations
Expenditures: Newspaper class activities; newspaper production expenses, contests and workshop fees; supplies and Equipment for class; magazine and or newspaper subscription for class

843 OHS Family, Career, and Community Leaders of America (FCCLA)
Revenue: Candy sales; contributions and donations, embroidered items, t-shirts, catalog items, popcorn sales, pizza sales, pictures, hat day, March of Dimes vending sales, relay for life, Feed the Children, Spirit items, Photographs, Food Items
Expenditures: Dues; expenses for state convention, purchase Christmas gifts for Angel tree, film and film development, expenses for meetings, officer installation, travel, chapter functions, FCCLA Rookie Camp Membership Dinner, State and National Dues, Meals, Service Project, and National Leadership Conference

846 OHS Indian Club
Revenue: donations, t-shirts sales, food sales
Expenditures: trip expenses, contest entry fees

847 OHS Fellowship Christian Athletes
Revenues: Bulldog Express Cards; candy sales, t-shirts, pecan festival, donations;
Expenditures: T-shirts; state FCA dues; refreshments and food for meetings; Toys for Tots, camps

848 OHS Advanced Placement
Revenues: Test fees, donations, AP incentives, test prep fees
Expenditures: Tests, supplemental materials, equipment, books, test prep, speakers

849 OHS Harmon Vending Machine
Revenues: Vending machine sales, power lifting meets, donations
Expenditures: Meals for scouting trips; t-shirts, coach’s clinic, team camp, video, entry fee, membership dues

850 OHS Library
Revenues: Fees paid by students for lost, book fairs, damaged, overdue books, and photocopies, sale of computer diskettes for class assignments, index supplies, school supplies, donations, and donated book sales in library(not withdrawn)
Expenditures: printer cartridges, promotional materials for reading, computer hardware, software, library supplies, added copies of books, office supplies, circulation materials, books.
855 OHS Okmulgee Alternative Academy
Revenues: Vending machines, snack machine, t-shirt sales, candle sales, button sales
Expenditures: Pre-and post tests, curriculum materials, field trips, clocks, paint, horticulture supplies, paint supplies, fix up supplies, bench, computer materials, food for holiday and year end parties, electronics, keys, printer supplies

867 OHS Art Club
Revenues: Fundraiser candy, candles
Expenditures: Art supplies, field trips(buses)

868 OHS Dugout Club (Booster)
Revenues: Program advertisement, baseball tournament, donations, bulldog express cards, t-shirts, sale magazine subscriptions, raffle, baseball card sales, action photos, Elks Lodge Benefit, garage sale, fishing tournament, pancake dinner, 100 inning scrimmage, sell ACME monogrammed bricks, ESPN magazine sales, recycle of used cell phones, softball car wash
Expenditures: Hats, bats, balls, jackets, shoes, t-shirts, meals, travel expenses, motel expenses; advertisement banners; shoes; equipment; supplies; trips; meals; state championship rings; tournament entry fees, jerseys, travel bags, uniforms, batting gloves, sliders, knee pads

869 OHS Pinning Club (Booster)
Revenues: Wrestling tournaments, car wash, spring clean up, pecan festival, t-shirt sales, concession stand for Okmulgee County Tournament, donations
Expenditures: Equipment, shoes, head gear, clinics, meals, entry fees, t-shirts, liability insurance, motel expenses; state championship rings; tournament fees, Wrestling Camps Team Camps

870 Pine Scholarship
Revenues: Donations
Expenditures: Scholarships

871 OHS Academic Team
Revenues: Fundraiser – t-shirt sales, provide (sell) refreshments at meets that we host, donations
Expenditures: Academic Bowl shirts, tournament fees, bus/driver to and from competitions, quiz books, buzzer system, food /refreshment supplies

875 OHS Cultural Heritage Club
Revenues: Talent show, donations, t-shirt sales, student and faculty contributions, grants, concession sales, Cultural Heritage program, donations
Expenditures: Homecoming float entry fees, program fees, State wide Cultural activities, talent show, t-shirts, local activities, national activities, field trips, speakers, program advertisement, book scholarship, Vocal/Dance teacher
876 OHS Spirit Club (Booster)
Revenues:  Spirit items, cheer pom camp, donations, bulldog express cards, catalog sales, car washes, homecoming activities, Quarterback Club drive (football, basketball & track), dinners, Spirit Store, Tailgate parties, snack sales
Expenditures:  Equipment, uniforms, Clinics, instructional items, provide meals; try-out expenses, camps

878 Spirit Leader
Revenues:  Spirit items, cheer pom camp, donations, bulldog express cards, catalog sales, car washes, homecoming activities, cookie dough, dinners, Spirit Store, cheer clinics, surplus sales of old uniforms.
Expenditures:  Equipment, uniforms, Clinics, instructional items, provide meals; try-out expenses, camps, spirit items, Homecoming entry fees, shoe, camp clothes

879 County Basketball Tournament
Revenues:  Admissions, concessions, program sales, ad sales, donations, 3-point contest, raffle
Expenditures:  Officials, trophies, programs, security, workers, supplies, participating school Shares, concessionaire shares

880 Okmulgee Quarterback Club
Revenues:  Concession stand, program sales, program advertisement, kickoff dinner, football drop, t-shirt sales, spirit items sales, donations, membership dues, raffle
Expenditures:  Camp, shoes, t-shirts, meals, All State rings and jackets, State Championship rings, Coke Product, Ben E. Keith Foods, concession supplies, Sam’s, programs, senior Helmets, travel shirts, reimbursement for supplies, materials, travel expenses, equipment supplies

883 FFA Booster Club
Revenues:  Donations from individuals and/or businesses, FFA Week activities (pie, labor and silent auction, breakfasts, etc.), silent auctions, fish fry, spaghetti dinner, concession stand, AgEd decal sales, and membership dues. Also, proceeds from sales of Thanksgiving turkeys, cow patty bingo, "kiss a bulldog contest", and work done at Okmulgee McDonalds.
Expenditures:  FFA chapter banquet expenses (decorations, awards, food, keynote speaker, etc), AgEd recruitment activities (mixers, ice cream social, AgEd open house, program decal sales, etc.), scholarships for FFA leadership activities and conferences, FFA jacket scholarships, FFA senior scholarships, chapter activity food, project scholarships (agricultural mechanics, livestock projects, agriscience projects, leadership projects, or exploratory projects), FFA or classroom supplies, and other activities. Also, donations to 4-H and FFA students with livestock projects, donations to Okmulgee students in the premium sale, and other like events.

884 Coca-Cola Scholarship
Revenues:  Donations
Expenditures: Scholarships

872 Jewell O’Connell Scholarship Fund
Revenues: Scholarship Trust Fund under the Will of Jewell O’Connell
Expenditures: Scholarships

INACTIVE

808 OMS Activity
Revenues: World’s Finest Chocolate candy bar and beef stick sales, school pictures, popcorn parties, Christmas catalog sales, donations
Expenditures: OMS school supplies for students, janitorial supplies, secretarial supplies, instructional materials, equipment, landscaping for OMS, furniture, student recognition, student lunches

851 OMS Library
Revenues: Book fairs, overdue fines, donations
Expenditures: Purchase videos, audiovisual equipment, books, professional development, supplies, Reading Quizzes

861 OMS P.T.O
Revenues: T-Shirt sales, bake sale, decals, dance, Valentine sale, Yearbook sale, donations
Expenditures: Supplies, equipment, student recognition, special events, projects

877 OMS Outdoor Classroom Projects
Revenues: Popcorn Parties, vending, Christmas sales, sale of concession items at athletic activity events, basketball games and wrestling matches, donations
Expenditures: School wide projects, OMS school supplies for students and staff, janitorial supplies, secretarial supplies, instructional materials, equipment, student recognition activities, refreshments OMS students and staff, concession supplies to sell at athletic activity events, supplies for popcorn parties.

881 OMS Center Activity
Revenues: Vending Sales and Teacher’s Lounge Pop Machine, World’s Finest Chocolate candy bars and beef stick sales, school pictures, Christmas catalog sales, popcorn parties, donations
Expenditures: Office supplies, refreshment supplies, employee recognition dinners, awards, coffee supplies, refreshments
SANCTIONING STUDENT ACHIEVEMENT PROGRAMS AND PARENT-TEACHER ASSOCIATIONS OR BOOSTER CLUBS

The Board of Education of the Okmulgee Public Schools believes that student achievement programs and parent-teacher associations and booster clubs can advance the educational goals of the Board of Education and confer a benefit to the students of the District. It is the purpose of this Policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and booster clubs that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and booster clubs sanctioned in accordance with this Policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, Okla. Stat. tit. 70, § 5-129.

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Booster Clubs

1. The District may sanction student achievement programs and parent-teacher associations and booster clubs that, according to the Board's determination, advance the educational objectives of the District, are beneficial to students and meet the requirements of this Policy.

2. In determining whether a student achievement program or a parent-teacher association or booster club should be sanctioned by the District, the Board of Education may consider: (1) if the program, association, or booster club promotes activities that are an extension, expansion, or application of the District curriculum; (2) if the program, association, or booster club assist student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or booster club assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

3. A written statement by a student achievement program or by a parent-teacher association or booster club to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure and membership requirements; (2) a detailed statement of how the District and its students will benefit if the organization is sanctioned; (3) a statement of non-discrimination consistent with all Oklahoma and federal laws; (4) financial and performance audits, if any, which have been
performed on such program, association, or organization by an independent accounting
firm or any other audit process; (5) a statement from the President and Treasurer that they
will follow proper bookkeeping practices to ensure the safeguarding of all assets, file all
necessary IRS forms including 1099's and W2's; and (6) in all future years, the written
application is due by each July 15. A revised application must be filed within 30 days of
any change of organization officers. Sanctioned organizations must furnish their own
insurance coverage when using school facilities per local facility usage policy.

4. The written statement shall be submitted to the Activities/Athletic Director or
Superintendent for preliminary review. After the program, association, or organization's
written statement has been reviewed by the Activities/Athletic Director or Superintendent,
the Activities/Athletic Director or Superintendent shall make a recommendation to the
Board of Education. The Board of Education shall review the written statement and shall
sanction or decline to sanction the applicant. The decision of the Board of Education is
final and non-appealable. The organization has the option of reapplying for sanctioning.

5. In order to maintain the status of a sanctioned program, association or booster club in
accordance with this Policy, the Superintendent, Chief Financial Officer, or the Board of
Education, Athletic Director, or 51 percent of the membership of said organization may
require from any such program, association or organization, on an annual basis, that
financial and performance audits be performed on the program, association, or organization
by an independent accounting firm. The cost of such audit will be paid by the sanctioned
organization being audited. If required by the Superintendent or the Board of Education,
the audits or any other requested information shall be submitted to the Superintendent
within ninety (90) days of request. The Board of Education shall review any audits
submitted, other financial statements, or other information and determine if the program,
association, or organization is entitled to continue to be sanctioned in accordance with this
Policy and if its funds should continue to be exempt from the statutory controls over student
activity funds found in the Oklahoma School Code, Okla. Stat. tit. 70, § 5-129.

6. The Superintendent or the Board of Education may, at any time they deem warranted,
request copies of any and all records maintained by the program, organization, or booster
club. Copies of records must be promptly provided upon the request of the Board of
Education, and the audits or any other requested information shall be submitted to the
Superintendent within 90 days of the Superintendent's request.

7. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best
interest of the District. Any decision of the Board of Education to withdraw sanctioning is
final and non-appealable.

8. No program, association or booster club sanctioned under this Policy shall publish or
otherwise publicly indicate in any manner that it has been sanctioned by the District under
this Policy.

9. The sanctioning of any program, association or booster club under this Policy by the Board
of Education is not intended to reflect any opinion by the Board of Education or any
employee of the District that the financial, performance or other records of the program, association or booster club are accurate or should be relied on by any person in any manner. Further, the Board of Education and all employees of the District specifically disclaim any and all liability for any obligation, loss of funds, misfeasance or malfeasance of any representative of any program, association or booster club sanctioned under this Policy.
The Okmulgee Board of Education has the sole authority and responsibility for all purchase contracts of the District. All formal contracts, purchase orders and procedures used to make District purchases will comply with Oklahoma law. The objective of the purchasing department is service to and for the District. To accomplish this purpose, the following fundamental functions must be fulfilled:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the correct amount of the product.
4. Pay a suitable price.
5. Buy without favor or prejudice.

Only District officials authorized by the Board may sign purchase orders and other purchase or contractual obligations of the District.

Activity Funds

The Okmulgee Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities conducted in the District. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created.

Purchasing Procedures

Regardless of the cost of goods or services ordered by the District, it makes good financial sense to comparison shop for the best value. Therefore, vendors will be selected by taking into consideration (1) value, (2) ability to deliver, (3) maintenance and service, (4) durability and
longevity, and (5) geographic location, with preference given to businesses located within the District. Rules for varying degrees of cost are as follows:

1. Price quotes for items costing less than $5,000 may be secured verbally. More than one source is preferable to be checked to ensure fair value, although it is understood that in many instances, preferred vendors may already have been established as a lowest and best source for pricing. These verbal quotes will be written on or attached to the requisition.

2. Items having an estimated cost of $5,001 to $10,000 may be obtained by published catalogue, website, or telephonic quote. However, an itemized listing must be made on (or attached to) the purchase requisition. More than one source is preferable to be checked to ensure fair value, although it is understood that in many instances, preferred vendors may already have been established as a lowest and best source for pricing.

3. Items having an estimated cost of more than $10,000 should be obtained by written quotation. More than one source is preferable to be checked to ensure fair value, although it is understood that in many instances, preferred vendors may already have been established as a lowest and best source for pricing. Written quotations will be attached to the requisition.

4. Any purchase of goods or services that exceeds $15,000 shall be approved by the Board of Education.

**Bidding**

Items requiring sealed bids as provided by the Public Competitive Bidding Act will be handled pursuant to the terms of the Act.

All bids must be submitted in sealed envelopes, addressed to the Board of Education, purchasing agent, and plainly marked with the name of the bid and the date and time of the bid opening. Bids shall be opened at the time specified, and all bidders and other interested persons shall be invited to be present. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of the bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and
date specified shall not be considered. The bidder to whom the award is made may be required to enter into a written contract with the District. Any vendor doing business with the District will be required to furnish various documents in accordance with state law including, but not limited to, affidavits concerning: felony/sex offender, non-kickback, non-collusion, W-9, and worker’s compensation/liability coverage.

**Requisition**

The sponsor requesting a purchase must include the following information on the requisition form:

1. **Date of request, where and who the purchased items are for and what fund to charge with the purchase.**

2. **Name and complete address of the vendor as well as telephone and/or fax number, if applicable.**

3. **Quantity and description of items, with unit price and extended price. Include justification for the purchase.**

4. **Add shipping and other charges. If there are no shipping charges, write "No Shipping Charge." If unsure of shipping/handling charges, add 15% of the order total to cover additional costs.**

5. **Total amount of requisition.**

6. **Write OCAS purchasing codes; minimum of Fund, Project, Function and Object. If Function is 1000 (instruction), grade level and/or subject must be included. An OCAS manual will be available at each site.**

7. **Sign the requisition.**

8. **Have the site principal and/or designee sign the form.**

9. **Send form to the Board of Education.**

Requisitions lacking one or more sections of needed information will be returned to the sponsor, thus delaying the purchasing process.

**Purchase Orders**
After approval by the Superintendent/financial officer, information from the appropriated funds requisition will be transferred to an encumbrance/purchase order, which will be approved, attached to necessary vendor forms and made ready for the vendor. Purchase orders from appropriated funds will be ordered by the Central Office. Any exceptions to this procedure must have approval from the Superintendent.

Approved requisitions will be assigned a purchase order number. A copy of the requisition with any necessary vendor forms will be returned to the sponsor who will contact the vendor to complete the order.

The purchase order must be completed for the total expense, including shipping and handling. The invoice should not exceed the amount of the purchase order, and the items ordered must be the same as items listed on the invoice. There should be no replacement items or returned items without authorization. Purchase orders will be completed, signed, dated and numbered before the merchandise or service is ordered or travel is arranged. The District will not pay for purchases made prior to the assignment of a purchase order number. If the order date and/or invoice date is prior to the date on the signed, numbered purchase order, the sponsor responsible for the order will have two options, as follows:

1. Return the merchandise to the company; or
2. Pay for the merchandise personally.

At any time improper procedures are found to have been followed, the employee will be asked to complete an Assumption of Responsibility form indicating knowledge of the error made, verification of corrective instruction and implementation of preventive measures and requesting the District to make payment to the vendor. The Superintendent shall make the decision to approve
or deny the request to make payment. Repeated problems related to purchasing may result in the retraction of any purchasing activity of the employee.

A vendor will likely assume that an employee of the District who is contracting for goods or services has the authority to bind the District for the purchase. A vendor is likely entitled to be paid if the District has accepted delivery of goods or services, even if the employee was not authorized to make the purchase. The District may accept liability to pay the vendor, even if the employee acted without authority. In that case, the District's recourse is to recover its loss from the employee through payroll deduction. If the employee has willfully or with gross negligence violated the District's purchasing policies and caused the District to incur a loss and refuses to repay the loss (or an acceptable portion of the loss) the employee's action may result in dismissal if requested by the site or District administrator.

**Receiving Orders**

All shipped items will be delivered to the bus barn at the Board of Education where a certificate of delivery will be attached to the order and delivered to the sponsor or designated delivery point. The sponsor will then complete and sign the certificate of delivery and return the packing slip and certificate of delivery, along with any other vendor forms, to the Board of Education for payment to the vendor.

**Reimbursements**

**Travel and Meal Reimbursements**

A "Request for Travel" form will be completed and approved and a dated and numbered purchase order for approved reimbursement for travel will be on file in the Central Office before the dates of the travel. If receipts and/or mileage claims are presented for payment that have dates preceding the date of the purchase order, no reimbursement will be paid. Travel using a personal
vehicle will be reimbursed at a rate of $.20 (twenty cents) per mile. If an employee drives a personal vehicle for out-of-state meetings, mileage will be reimbursed up to the average round-trip coach rate airfare to that city. The Superintendent has authority to authorize approval of reimbursement for the use of a personal vehicle up to the current IRS rate in individual situations which warrant such action.

Proof of attendance may be required before payment. For travel, the board will not require itemization of expenses for meals or incidental expenses but will approve a reimbursement to the employee of $25.00 per diem for in-state travel which includes an overnight stay. For out-of-state travel, the per diem shall be $40.00 per day. Travel not including an overnight stay will not be issued a per diem. If the administration directs or requires an employee to attend a professional meeting or workshop, his/her expenses will be reimbursed unless they are otherwise covered by the meeting or workshop. Individual requests to attend a meeting or workshop will not be covered for reimbursement without prior approval from the Superintendent.

**Materials and Supplies**

No sponsor will be reimbursed for materials or supplies purchased with the sponsor's personal money unless the following conditions are met: A completed, signed, numbered and dated purchase order is on file in the Central Office. The date of the purchase order must precede the date of the purchase on the receipt submitted or reimbursement will not be made. Taxes are not reimbursable.

"Blanket" or "Open" Purchase Orders

Services of a routine or regular nature which are to be performed by the same company for the same service or product, which are chargeable to the same account may qualify for an open purchase order. Usually, these services are performed at irregular times and involve costs which cannot be predetermined, such as various utility services, staff travel, printing, miscellaneous
teaching supplies, computer repair, etc. When an appropriate account and sponsor are designated, the service is performed and payments are made when due. Each subsequent purchase will be supported by a separate requisition/request for travel, but the same purchase order number may be used. Open purchase orders are not available through the activity fund accounts.

**Activity Fund – Fundraiser, Group Travel, Yearbook Purchases, etc.**

Purchase orders that are issued for fundraising materials, trips, yearbooks, etc. that exceed the available balance in the sub-account, will include the following type of language:

"Sub-account balance is not of a sufficient amount for this encumbrance. The intent of this purchase order is to make payment from the future proceeds of the fundraiser, fundraising activities, sale of the yearbooks, etc."

**Deposits**

Deposit of funds collected will be made daily to the designated person at the office in each school.

**Change Orders**

The encumbrance clerk is designated by the Board of Education as the individual authorized to encumber district appropriations by issuing purchase orders under current purchasing policies. The encumbrance clerk is authorized without additional approval by the Board of Education to make minor adjustments to the amounts of Board approved encumbrances to account for differences in shipping costs and related expenditures and minor adjustments to prices as shown by documentation of supplies and goods received. A “minor adjustment” shall not exceed 25% of the approved encumbrance. If a needed adjustment exceeds 25% of the approved encumbrance, the encumbrance clerk shall prepare an “encumbrance change order,” which will be presented to the Board for approval at its next special or regular meeting.
When an expenditure, which under normal conditions would require prior Board approval, has to be made in an emergency situation, an exception is permitted only as follows. For purposes of this Policy, an emergency condition shall be defined as one in which an immediate purchase or action is required to effectively carry out the programs of the district in an efficient and acceptable manner. Additionally, this would also include any situation where failure to act immediately would cause appreciable damage to physical facilities or the educational program or endanger the life or health of members of the community or impede the educational mission of the District. In an emergency situation, the board of education authorizes that the Assistant Superintendent or Superintendent may expend funds not to exceed $3000 without the prior consent of the Board.
SCHOOL PROPERTY DISPOSAL PROCEDURE

The Superintendent shall advise the Board of Education when District property is no longer needed for public school purposes.

Upon receipt of the Superintendent's report, the Board of Education may at such time as it deems proper and at its discretion declare that that property is no longer needed for school purposes.

Once real estate is declared as no longer needed for public school purposes by the Board of Education, the Assistant Superintendent, Finance Director and/or Superintendent will be authorized to take appropriate action in disposing of the property as outlined below:

1. Obtain a real estate appraisal reflecting the fair market value;

2. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property;

3. Follow the procedures in the manner prescribed by state law for the sale of real estate; and

4. Upon receipt of final bid, a recommendation will be made to the Superintendent for Board action.
PROCEDURES FOR FURNITURE AND EQUIPMENT INVENTORY

Inventories of District property will be maintained by all District personnel should it become necessary to file claims arising from fire, theft, storm damage or another cause.

A separate furniture and equipment list will be used for each room of each building, listing all items of furniture and equipment that are movable or portable.

A Furniture and Equipment Inventory Book will be provided by the Central Office for the purpose of recording all pertinent data. Specific instructions will be listed in the Furniture and Equipment Inventory Book.

Building inventories are the responsibility of the principal, and classroom inventory is a responsibility of each teacher.
INVENTORIES OF FURNITURE AND NON-CONSUMABLE EQUIPMENT

Inventories of furniture and non-consumable equipment are a responsibility of the building principal. Furniture and equipment inventories will be submitted to the building principal, who will submit them to the Assistant Superintendent or Finance Director no later than June 1 or the last working day of each school year.
EMERGENCY SCHOOL CLOSING

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply; breakdown of heating system, etc. The safety, welfare and health of students and employees are the basic factors to be considered in making a decision as to whether or not to suspend temporarily the normal activities of a school day. The Superintendent shall have the responsibility to continue or suspend activities.

Emergency School Closing Procedures

When abnormal conditions threaten the safety, welfare or health of students or employees the following procedures shall be followed in order to assure the orderly suspension and resumption of school activities:

1. The Superintendent shall announce the decision to continue or suspend activities during an impending emergency. In case the Superintendent is unavailable the Assistant Superintendent or designee shall announce the decision.

2. The decision to continue or suspend activities will be communicated by the Superintendent or designee to all commercial broadcasting media.

3. The decision to continue or suspend activities will be announced, if possible, by 6:30 a.m. of the day involved. The decision will cover just one (1) school day unless otherwise specifically stated.

4. If an emergency occurs after schools have begun activities for the day, every possible consideration shall be given to the continuance of school activities until the regular dismissal hour. In the event an early dismissal becomes probable, the decision to dismiss school early or to continue operations will be communicated to KOKL (Okmulgee Radio) with a request that announcements be made at least every 30 minutes from the time of the decision until 1:00 p.m. or until the time of dismissal, whichever is earlier.

5. The Superintendent or designee will immediately notify the director of transportation who shall make all necessary arrangements regarding bus transportation.
6. On days when District classes are cancelled because of inclement weather, District-sponsored extracurricular activities will not take place. An exception to this rule may arise when District teams are involved in a multi-team tournament involving a number of other school districts. In that event, the Superintendent, Athletic Director and site principal(s) will determine whether the District team(s) will participate. Another exception may arise when the activity is a state or national-level competition in which a student has earned the right to compete.

7. The absence of a publicized decision is to be interpreted as a decision to continue operations.

8. All 12-month employees are expected to be on duty when activities are suspended in the schools. If one or more 12-month employees cannot report for work, excuses for the day will be a matter of individual request for consideration. Principals have a responsibility for their school, and emergency conditions require that principals be available to handle unanticipated situations. Principals should report to their schools, if possible. A decision about early dismissal of 12-month employees shall be made based on the District's needs.

9. Compensatory time or additional pay will not be authorized for services performed while activities are suspended.

10. If fewer than 180 teaching days remain after the days of suspended activity are deducted, the time lost will be made up as directed by the Superintendent. Normal school hours and duties will be observed on make-up days.

11. If at least 180 teaching days remain after days of suspended activity are deducted, students will not be required to make up lost days. If it is required that the day be made up in order to meet state requirements for planning days, all teachers and other school assigned personnel will report and observe regular hours for the designated make-up day.
EMERGENCY DRILLS

It is the Policy of the Okmulgee Board of Education to conduct emergency practice drills in an effort to prepare students and staff in the event of an actual emergency.

Fire drills shall be conducted at least two times each semester. The first drill will be conducted within the first 15 days of the school year and the second after the first 30 days of school. Drills may be postponed and made up at a later date if inclement weather forces cancellation. A very distinct and separate audible sound capable of being heard throughout the school campus will be designated as the evacuation alarm for fire or fire drills.

One tornado drill shall be conducted in the spring and one in the fall of each school year.

Evacuation routes will be plainly visible in each classroom, cafeteria, office area, commons area and gymnasium. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures.

At least two lockdown drills shall be conducted at each school in the District during every school year. The principal will schedule no more than two lockdown drills in one semester and will not conduct a lockdown drill at the same time of day as a previous lockdown drill conducted in the same school year. The drills will conform to the District's written plans and procedures. All students and employees will participate in the drills, although the Superintendent, with principals' input, will determine the extent of student involvement.

The principal will maintain documentation of the time and date of each drill.
BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other District building or property, District personnel will follow this process:

1. Immediately evacuate the school or buildings.

2. If the call was not received originally by the fire and police departments, immediately notify the fire and police departments.

3. A search of the building or premises should be conducted under the direction of the senior officer present from either protective department. Custodians from the building will assist in the search as the officers request.

4. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

5. If a thorough search has been conducted and nothing found, a senior member of the local protective department should notify the school building principal that re-entry will be permitted.

6. Investigation of the incident should be made by the police department assisted by the State Fire Marshal's office, if requested.

The Superintendent will make any decision concerning the dismissal of students from school and subsequent action after the above procedures have been followed.
HAZARD COMMUNICATION

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SECTION 1 – OKMULGEE SCHOOL BOARD POLICY

I. General

A. The Okmulgee Public Schools Board of Education hereby declares its concern for the safety of the District's employees and pledges to initiate whatever programs may reasonably be required to ensure this safety.

B. It is the intent of the Okmulgee Public Schools to comply with all applicable regulations concerning employee safety and workers' right-to-know.

C. The Board of Education hereby confers to the Superintendent the responsibility for compliance with all applicable health and safety regulations within the District. The Board also confers to the Superintendent the power to establish such procedures as shall be necessary to accomplish this compliance, including but not limited to the issues outlined below. Such procedures shall be kept on file and be a permanent part of this Policy and changed as needed.

II. Record Keeping

A. The District will maintain and make available to its employees such chemical hazard information as required, including, but not limited to MSDSs and CILs.

B. The District will maintain and make available to its employees such accident and safety reports as required.

C. The District will report any health and safety information as required to the appropriate governing agency upon request.
III. **Placarding and Material Handling**

A. The District will work with the local fire authority to identify hazards and placard as required.

B. The District will provide all necessary personal protective equipment for employee safety.

IV. **Employee Training**

A. The District will conduct such training as needed to familiarize each employee with the hazards of the employee's position.

B. Such training will be conducted at least annually and as needed for specific situations.

SECTION 2 – OKMULGEE PUBLIC SCHOOLS PROCEDURES STATEMENT

I. **General**

A. The Okmulgee Public Schools (herein referred to as the "District") issues these procedures in compliance with the Oklahoma Hazard Communication Standard of 1986.

B. The District will ensure that all of the Procedures contained herein are made known to its employees.

II. **Record Keeping**

A. The District will maintain a central file in the Superintendent's office of all applicable safety records, including, but not limited to:

1. A Material Safety Data Sheet (MSDS) on every substance in the District which contains a hazardous chemical and for which a MSDS is required.

   a. The District will obtain MSDSs on any substance from its suppliers as a requirement of purchase, and these must be received by the District before the substance will be accepted.

   b. The District will obtain MSDSs on material already in stock by whatever means possible, or else the District will remove the material from its supplies 60 days of discovering the material's hazardous nature.

   c. A note to this effect will be added to all purchase orders.
2. A Chemical Information List (CIL) of all of the chemicals for which the District has a MSDS.

3. An up-to-date Oklahoma Department of Labor Form 200 on employees (and a similar form on students) showing all recordable injuries.

4. A copy of all Employee Exposure Reports, maintained within each employee file, and which:
   a. will be maintained on file for 40 years;
   b. and a copy of which shall be given to every employee upon termination of employment, and which will include the statements: "Important Document – Keep for your files!"

B. The District will make all such information (listed in II-A, above) as is appropriate and/or required to any of its employees upon request.

1. Any employee will be allowed to see a copy of the requested safety information for which that employee has a right of access within one (1) calendar day.

2. Any employee who makes a (written) request for a copy of such information will be given that copy within 15 calendar days.

3. Employees' "right-to-access" is limited to records on substances to which that employee may reasonably be expected to be exposed during the normal operation of their duties or in a foreseeable emergency.

C. The District will report any safety and health information which is required to the appropriate governing agencies, including, but not limited to:

1. Department of Labor Form 200-s upon receipt annually.

2. Department of Labor Fatality Report within 72 hours of a work-related fatality involving one of the District's employees.

3. A copy of such reports will be maintained in the District's safety files for a period of at least five (5) years.

D. The District will additionally maintain a copy of all appropriate/required safety information within the immediate area of each product which contains a hazardous chemical.

1. This information will include, but is not limited to:
a. MSDSs on all appropriate substances within each area.

b. CIL of those MSDSs.

2. This information will be up-to-date, readable and clearly visible within each area.

3. These areas will be determined by the District's Superintendent or a designated representative of the Superintendent.

III. Placarding and Material Handling

A. The District will contact the Okmulgee Fire Department and make available to it all information which it may require to determine its need in order to respond to any emergency in the District's facilities.

1. The Okmulgee Fire Department will be made aware of all hazardous substances in the District's facilities, which shall involve at least:

   a. Its representative will be shown all MSDSs on file.

   b. Its representative will be shown the location of all substances for which the District has an MSDS.

   c. Its representative will be told the maximum quantities of these substances the District may have at any one time.

2. The District will either:

   a. Placard the building as requested by the fire department using NEPA 704 label (see sample in Appendix); and/or

   b. Obtain and maintain any waivers/variances received from the fire department.

B. The District will maintain all labels on containers of hazardous substances which the District receives, intact and readable.

C. The District will obtain or create labels for all containers into which hazardous chemicals are transferred.

D. The District will store all of the hazardous materials within its facilities in accordance with storage information found on the MSDS or label or other reasonable recommendations.
E. The District will obtain and maintain all necessary personal protective equipment as required.

IV. Employee Training

A. Each employee of the District will be trained on the following items annually:

1. Their rights and responsibilities under the law, including, but not limited to:
   a. Their right of access to safety records which may affect them.
   b. Their right to refuse to work with or around substances for which they are denied access.
   c. Their responsibility to comply with all health and safety regulations about which they have been trained.
   d. Their responsibility to report any and all reportable exposures to hazardous chemicals.

2. The items contained in this procedures statement and the Board Policy, which shall be covered in all employees' annual training and which shall be included in all employee handbooks.

3. Specifics of the hazards to which each employee may be exposed, including, but not limited to:
   a. The nature of the hazard-health or physical.
   b. Protective measures (including the use of personal protective equipment).
   c. Appropriate work practices.
   d. Emergency procedures.

4. This information will be consistent with the information found on the MSDSs.

B. Each new employee in the District will be trained on the information contained in part IV.A. above within 30 days of the beginning of employment with the District.

C. Every employee of the District who may be exposed to any new hazards shall be trained in the specifics of that new hazard (as per part IV.A.3 above) within 30 days of that hazard's appearance in the District.
D. All contractors who operate within the District shall supply the District with information on all hazards which they will be bringing into the District prior to their doing so; also, the District will give information on any hazards which a contractor may be exposed to within the District prior to such exposure.

V. Disciplinary Action Due to These Regulations

NOTE: These disciplinary actions are not necessarily required. However, if the District wishes to take such action as this, under the law, it will be necessary for that action to have been a part of the District's stated safety policy and procedures.

A. If any employee, after having been properly trained, refuses to abide by these regulations in such a way as shall lead to the injury/illness of that employee or another person, that employee may be suspended from duties until the next Board meeting, at which time that employee will be subject to termination of employment at the discretion of the Board.

B. If any employee, after having been properly trained, refuses to abide by these regulations, and no injury/illness results thereby, he or she shall be subject to the following disciplinary actions:

1. First occurrence – verbal warning by their immediate supervisor, with a written record of the warning signed by both and turned into the Superintendent's office.

2. Second occurrence – written warning to be a permanent part of the employee's record.

3. Third occurrence – the employee may be immediately suspended from duties for a period of not less than two (2) days and not more than five (5) days, with a written record maintained in the employee's file.

4. Fourth occurrence – the employee may be immediately suspended from duties until the next Board meeting, at which time that employee will be subject to termination of employment.
SECTION 3 – TRAINING GUIDELINES

The District will train its employees on the following information, either annually or as needed (as indicated below):

I. **Annual Training**

   A. Requirements of the standard:

      1. Make a copy of the standard available to all employees.
      2. Explain to employees their rights and responsibilities under the standard.

   B. Items in District's policy and procedures:

      1. Give all employees a copy of the policies and procedures statement – especially those sections which relate to their job.
      2. Detail to each employee those procedures – and the consequences of not following them – which apply to that person or those groups of persons.

   C. Location of the following information, how each employee may obtain a copy, and how to read/use this information:

      1. CILs.
      2. MSDSs.
      3. Product labels.
      4. Injury reports (Form 200 – sample in Appendix).
      5. The Standard (Appendix).
      6. The District's policy and procedures.

   D. Specifics on each identified hazard.

      1. Information on chemical hazards must conform to the information found on the chemical's MSDS.
      2. Detection methods – when is there a problem?

         a. Odor when exposed.
b. How employee may feel when exposed – dizzy, light-headed, etc.

c. Tingly skin on contact.

d. Burning in eyes.

e. Other (check MSDS for specifics).

3. Nature of hazard – what might happen?

a. Explosion.

b. Flammable.

c. Toxic/poisonous.

d. Reacts violently with other substances.

e. Causes cancer.

f. Other (check MSDS for specifics).

4. Protective measures – how can you avoid a problem?

a. Use gloves.

b. Use goggles.

c. Use breathing apparatus.

d. Use proper ventilation.

e. Handle properly (use glass containers, don't mix with water).

f. Other (check MSDS for specifics).

5. Emergency procedures – what to do?

a. In case of exposure to:

   (1) Skin.

   (2) Eyes.

   (3) Breathing.
b. In case of swallowing.

c. In case of spillage.

d. In case of fire.

e. Other (check MSDS for specifics).

II. **As Needed Training**

A. New employees:

1. WHEN: ASAP – but within 30 days.

2. WHAT: All requirements in Part I, above.

B. New hazards – added chemicals, new information on existing chemicals, new procedures, etc.:

1. WHEN: ASAP – but within 30 days.

2. WHO: All employees who may reasonably be expected to have contact with the new hazard – in normal performance of their job or in a foreseeable emergency.

3. WHAT: Train for specifics of hazard as outlined in Part I-D above.

C. Contract labor:

1. Inform all contractors who will be in a District school or on District business about the specific hazards which they may foreseeably be exposed to (for example, all hazards within the buildings which they will be in; include location of the hazard) as per Part I-D above.

2. Require all contractors to inform you of all hazards which they bring into your facility, prior to their entry, which must then be distributed to all employees who may foreseeably come into contact with those hazards (for example, all employees who will be in the building where the hazards are located).

3. It is always advisable to limit access into areas where contractors will be working, especially during school hours. This will reduce the number of persons who will need training on those new hazards (simply distribute information on where unauthorized persons should not go).
SECTION 4 – SPECIAL CONSIDERATION

NOTE: The following items are suggestions for use in the development of a total safety program. These items are not necessarily required under the Standard. However, they do represent sound safety policy, and should be considered.

I. School Shops

A. Student training – test, sign and retain records of training for all students who use the facility.

1. Machinery
   a. Proper use.
   b. Protective equipment.
   c. Potential hazards.
   d. Emergency procedures.

2. Chemicals – limit access and use.
   a. Hazard detection methods.
   b. Proper use.
   c. Proper storage.
   d. Protective measures.
   e. Potential hazards.
   f. Emergency procedures.

B. Material handling.

1. Machinery – inspected regularly.
   a. Safety devices in place.
   b. Personal protective devices immediately available.
   c. Good working condition.
   d. Instruction and safety manuals readable and available.
e. Electric cords in good repair.

f. Special safety precautions visible and readable (high voltage, wear goggles).

2. Chemicals.
   a. Stored in locked, vented area.
   b. MSDSs and CILs up-to-date and visible.
   c. Labels visible and readable on all containers.

C. General.
   1. Proper ventilation for tasks.
   2. Area reasonably clean and free of debris.
   3. Emergency devices visible and available:
      a. Fire extinguishers.
         (1) Proper type for task.
         (2) Fully charged.
         (3) Valid inspection tag.
      b. Fire alarms.
      c. Communication methods to front office and/or emergency response units.
      d. First aid kits.

II. Chemistry Labs – may be considered "Research Labs"

   A. Student training.
      1. Chemicals
         a. Limited, controlled access.
         b. Potential hazards.
c. Proper use.
d. Protective measures.
e. Emergency procedures.

2. Other potential hazards
   a. Burners.
   b. Knives.
   c. Gas outlets.

3. Use of emergency equipment
   a. Fire extinguishers.
   b. Eye wash/shower.
   c. Vent hoods.
   d. First aid kits.

B. Material handling.

1. Chemical storage
   a. Locked cabinets.
   b. DO NOT store alphabetically.
   c. Proper ventilation.
   d. Limit access.
   e. Properly labeled.

2. MSDSs and CILs
   a. Visible.
   b. Accessible.
   c. Up-to-date.
d. Train on usage.
e. Highlight emergency procedures.

III. **Custodial Areas**

A. Chemicals

1. Limit amounts available for use.
2. Maintain visible, complete and readable labels on all chemical containers.
3. Use color coding of chemicals and containers.
4. Limit access of chemicals to ONLY those persons who have been trained in their use.
5. Store chemicals properly.
   a. Locked cabinets
   b. Proper ventilation
   c. Marked doors and cabinets
   d. Flammable in special storage
      (1) Away from possible ignition sources.
      (2) Approved cabinet if sufficient quantities.
         (a) 25 gal. Class IA
         (b) 60 gal. Class IB, II
         (c) 120 gal. Class IIIA
      (3) Storage may be in:
         (a) Approved wood cabinets
         (b) Approved metal cabinets
         (c) Approved room
e. Always keep chemical containers tightly sealed.

f. DO NOT store reactive chemicals together.

6. Keep MSDSs and CILs visible and up-to-date.

B. Machinery – inspect regularly.

1. All safety devices are in place and in good working condition.

2. Machinery is in good working condition.

3. Personal protective devices are readily available.

4. Access is limited on all machinery.
   a. Keep in locked area.
   b. Allow only trained personnel to use.

5. Power cords are in good condition.

6. Manuals are readily available.

7. Any appropriate safety information is immediately available, visible and in a predesignated location.

C. General.

1. Custodial areas are reasonably clean and uncramped.

2. Access is limited to all custodial areas.

3. Boiler rooms are free of clutter and chemicals.

4. All custodial items are inventoried and stored in custodial areas only – do not leave cleaners on bathroom shelves, etc.

5. Temporary hazard signs are readily available for specific tasks (i.e., "slippery when wet" whenever mopping).

6. Care should be taken to guard and label custodial care; never leave unattended.

IV. Photo Labs
A. All dark rooms should be well ventilated to the outside.

B. All photo processing chemicals should be analyzed for potential hazardousness.

C. Use of dark rooms should be limited to trained personnel and students only.

D. Dark rooms should be kept locked when not in use.

E. Photo processing chemicals should be stored in locked cabinets and disposed of carefully.
**SCHOOL LUNCH CHARGES**

The policy of the Okmulgee Board of Education shall be to provide children attending the District with lunches of maximum nutritive value, prepared under sanitary conditions. These lunches shall be provided at the lowest possible cost and served to children without regard to race, color, national origin, sex, religion or disability.

**High School/Middle School**

A. High school and middle school students may charge a maximum of three breakfasts and three lunches.

B. No *a la carte* items may be charged.

C. If a student has charged the maximum of three lunches and three breakfasts without payment being made, the kitchen staff may:

   1. Provide the student with a peanut butter sandwich or equivalent sandwich, and a carton of milk for a maximum of three days.

   2. Attempt to contact the parent through:

      (a) a notice in the mail of charges due, or

      (b) a telephone call notifying of charges due.

D. The kitchen staff may not provide free reimbursable meals to students who have charges in excess of the equivalent of three lunches and three breakfasts. If the student has charges in excess of the equivalent of three lunches and three breakfasts, has had three days of peanut butter sandwich or equivalent sandwich and a carton of milk and STILL does not bring a meal from home or meal money, the District will not provide (any) further meals without receiving payment.

**Elementary Schools**

A. Elementary students may charge a maximum of five breakfasts and five lunches.

B. A note will be sent home each Friday, showing status for students who have charged Monday through Friday and have not paid those charges. Previous charges are included, if still outstanding.
C. Parents who dispute the charges must call the school office and discuss with the cafeteria cashier.

D. If a student has charged the maximum of five lunches and five breakfasts without payment being made, the kitchen staff may:

1. Provide the student with a peanut butter sandwich or equivalent sandwich and a carton of milk for a maximum of three days.

2. The school principal may ask the student to call a parent prior to lunch to determine if money can be brought to school before serving time or if a home packed lunch can be provided or if the student should be permitted to accept the peanut butter sandwich or equivalent sandwich and milk.

E. The kitchen staff will not provide free reimbursable meals to students who have charges in excess of five lunches and five breakfasts. If the student has five lunch charges and five breakfast charges and has eaten three free sandwich meals and STILL does not bring a lunch or meal money, another free/reduced meal application should be sent home and the principal contacted. Neither the manager nor the kitchen staff should feel obligated to buy a meal for the student.
TRANSPORTATION AND USE OF SCHOOL BUSES

Student transportation shall be provided to those day school students who live beyond the area subscribed by the Superintendent as the distance for walking to their schools. The purpose of providing transportation for such students is to assure, as nearly as possible, an equal and a maximum opportunity to all of the children of the District to obtain their education.

Responsibilities and Duties

Transportation for students of grades pre-K through 12 shall be under the general supervision of the Superintendent and under the direction and immediate control of the District's transportation director.

The Superintendent, by regulations, shall determine the routes and provide for regular service for such routes.

The transportation director shall establish bus stops with regard to safety and serving the greatest number of students. Stops may be changed as conditions warrant. In cases of necessity, however, the transportation director may determine that students may have to walk up to 1½ miles to board their bus. The transportation director shall see that school buses do not arrive at a stop ahead of schedule and may require that students should be at the bus stop at least five minutes ahead of the scheduled arrival of the bus.

Principals have complete authority over their students from the time they board the bus on the way to school to the time they leave the bus on returning home, and to this degree bus drivers and the transportation director will report to them on matters which relate to the servicing, scheduling, or conduct of such students.
Bus drivers have immediate authority for students at all times while being transported to and from school and on school trips.

Students who are passengers on District transportation shall maintain the same standards of conduct while in a school bus that prevail in the classroom. Students may be denied the privilege of bus transportation for breach of this Policy.

**Special Use of School Buses**

It shall be the District's policy to use school buses for the transportation of students participating in extracurricular activities under the following conditions:

A. The use of school buses for purposes other than the transportation of children to and from school will be strictly limited. School buses may be used for group movements to and from contests, athletic games, or other school functions under the direct auspices of the Board of Education. When possible, the bus should be accompanied by the coach, organization sponsor, teacher, or principal.

B. Okmulgee Public Schools specifically prohibits the rental of its buses, motorcoaches, and automobiles to outside entities. While the Superintendent reserves the authority to devise mileage and use-charge plans for the various school clubs and organizations that use school vehicles for extra-curricular activities, the vehicles of the district shall not be available for rent or lease by the general public.

C. The following procedures shall be followed when requesting school bus transportation:

1. The building principal will approve all requests for coaches or sponsors to take students out of the District.

2. The coach, sponsor, or principal should apply for any needed school bus transportation at least five (5) school days prior to the trip.

3. The transportation director shall approve or deny requests for transportation and notify the coach, sponsor, or principal (in writing) of his or her decision within three (3) days. The approval of a request for school transportation will be based upon the availability of school buses and drivers.

D. Except as otherwise provided by specific School Board action or granted exemption, school buses will not be used for non-school purposes. The Board reserves the
right to grant special dispensation in specific instances that it deems are of significant import, or worthy of an exception, provided that in such instances: (1) the vehicle is driven only by a school employee, (2) the group purchases its own fuel during use, and (3) that the group may be subject to any mileage fees, rental fees, or other use fees as the Board may choose to impose.

E. School patrons may not ride school buses on any activity trip unless they are assigned as sponsors or chaperones by a teacher or administrator having responsibility or jurisdiction over the trip.
USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY
08122019

Background
Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country. Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer. Thousands of Oklahoma adolescents begin smoking each year. The majority goes on to become regular, adult smokers.

Purpose
The School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. This policy is intended to promote healthy schools and workplaces and to stress good health practices by eliminating the use of all types of tobacco and tobacco products, as well as products/devices that mimic tobacco or tobacco use, including, but not limited to, all vapor products from all School District property.

For the purposes of this policy, the terms:

“Vapor product” shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products” shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Chewing tobacco" means any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.

"Smoking tobacco" shall mean any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
"Tobacco product" shall mean any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.

**Policy**

The use (or possession by minors under age 18) of tobacco and tobacco products (including all forms of smokeless tobacco such as chewing tobacco or snuff), products that mimic tobacco such as herbal snuff, as well as the use of all vapor products such as e-cigarettes and vapor solutions, or similar products and devices is prohibited in all of the District’s facilities and on its property 24 hours per day, 7 days a week. This prohibition includes but is not limited to in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated, District support facilities, classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, stadiums, parking lots, athletic fields, performing arts facilities, at any school-sponsored or school-sanctioned event or activity and all vehicles owned, leased, or operated by the District.

This policy is adopted pursuant to the Pro-Children Act of 1994.

**Enforcement**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

**Students**

Any violation of this policy by students will be referred to the building principal. Students who violate provisions of this policy will be subject to student discipline procedures.

**Staff**

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and nonrenewal of staff.

**Citizens**

Citizens who are observed smoking or using tobacco products on School District property will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering School District property for a
specified period of time. If deemed necessary by the school administration or Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.
CRITERIA DETERMINING ADDITIONAL SPONSORS AND NUMBERS

1. Number of teachers involved in the activity or organization (minimum of four teachers).
2. Number of students participating in the activity or organization.
3. Amount of equipment inventory to be maintained.
4. Number of activities outside the regular school day.
5. Financial responsibility assumed as a result of the activity's or organization's economic obligations.
6. Eligibility for extracurricular pay for club sponsors is determined by total school participation. Specific subject matter clubs such as Science Club, Math Club, etc., are not eligible for reimbursement.
SCHOOL RAFFLES

Oklahoma law permits schools and their affiliated student groups and parent-teacher groups to raise money by conducting raffles in exchange for voluntary contributions. However, the sale of raffle tickets is against the law and subjects such persons or groups selling the tickets to criminal liability. The District provides schools, student groups and parent-teacher groups with the option of conducting raffles. However, in order to comply with state law as well as prevent exploitation of students, parents and the community, the district requires that all such raffles be conducted within the limitations and guidelines provided below.

Groups Allowed to Conduct Raffles on School Property

Only a school in the District or a student or parent-teacher group affiliated with a school in the District may conduct a raffle or raffle-related activities on school property. The group conducting such a raffle is the “sponsoring organization” for purposes of this Policy.

Prior Approval of Raffles Required

Raffles and raffle-related activities are not permitted on District property unless prior approval has been given, in writing, by the school principal. In order to receive approval, the student group must prepare a Request for Raffle form and submit it to the school principal. The principal will not issue an approval unless the form is complete and unless the organization is in compliance with the School Raffles policy and policy concerning student fund raising activities. In addition, before providing the approval, the principal must obtain the approval of the Board. The principal may deny a request for a raffle at his or her discretion, taking the purpose of the fundraising into account as well as the number of raffles or other fund raising activities already approved for the calendar year. This decision may be appealed to the Superintendent.
If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), approval for such a raffle must be granted by the board upon the request of the school’s principal or the Superintendent.

**General Requirements**

Raffle tickets may be issued only in exchange for a voluntary contribution. Specifically, there may be no set price for a raffle ticket, and the issuance of a raffle ticket may not be contingent on a financial contribution to the sponsoring organization. However, the sponsoring organization may determine a suggested voluntary contribution amount and may print this amount on the ticket as the suggested voluntary contribution.

The sponsoring organization may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on its behalf.

No staff member or student shall be coerced or forced to participate in any raffle-related activity.

All tickets remain the responsibility of the sponsoring organization with accountability to the school’s principal.

The fair market value of any one prize may not exceed $5000.00.

**Information Printed on Tickets**

The following information must be printed on the raffle ticket:

1. The name of the organization sponsoring the raffle;
2. Date, time and place of drawing;
3. The District’s name; and
4. Consecutive numbering.

**Records of Raffle Activity**

The sponsoring organization must report in writing to the school’s principal the following information within five (5) days of the raffle drawing:

1. Name of raffle winner(s) and respective prize(s), including the fair market value of the prize;
2. Total raffle tickets sold;
3. Total gross receipts;
4. Details of expenses related to the activity;
5. Net proceeds (gross proceeds minus expenses); and
6. Details of the expected use of the profits from the activity.
7. If the fair market value of the prize is $600.00 or more, then the school must also obtain and keep for its records the social security number of the prize winner and his/her address.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), this information should be submitted to the Superintendent.

**Federal Taxation Issues**

The fair market value of the prizes must be disclosed to the respective winners. If the fair market value of the prize is $600.00 or more, then the sponsoring organization must issue an IRS Form 1099 to the IRS and the recipient. Copies of the Form 1099’s must be sent to the District’s business office.
This Document Retention Policy is adopted to ensure that the District complies in good faith with state and federal laws regarding the preservation of information and records. Records covered by this Policy are those created or received by the District that involve: (1) the transaction of official business; (2) the expenditure of public funds; or (3) the administration of public property. This Policy is to be used as a guideline for the retention, preservation and disposal of certain records.

**Definitions**

As used in this Policy, “record” means any document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business the expenditure of public funds, or the administration of public property. Record does not mean computer software, nondistrict personal effects, or (unless public disclosure is required by other laws or regulations), personal financial information, credit reports or other financial data obtained by or submitted to the district for the purpose of evaluating credit worthiness, obtaining a license, permit, or for the purpose of becoming qualified to contract with the District.

**I. RECORDS TO BE RETAINED**

**A. Permanent Records**

*Permanent Records* are those records that possess continuing value because they document the organization, functions, policies, decisions, procedures and essential transactions of the District.
or protect the legal and financial rights of the District and persons directly affected by the District. They will be retained permanently.

B. Essential Records

**Essential Records** mean those District records necessary to the operation of the District during an emergency created by a disaster, or necessary to protect the rights and interests of persons or to establish and affirm powers and duties of the school and its related entities in the resumption of operations after a disaster. Essential records are designated for permanent preservation, and the District should be careful to ensure that a minimum of two copies of the records are maintained at different locations to avoid loss or destruction.

C. Statutorily Required Records

**Statutorily Required Records** mean those District records that are required by state or federal law to be preserved for a finite period of time and in accordance with applicable record keeping requirements.

D. Other Records

**Other Records** mean those District records that are not Permanent Records, Essential Records, or Statutorily Required Records. Other Records will be retained, in the District’s discretion, for so long as they are needed.

E. Convenience or Reference Copies

This Policy does not apply to copies of records created for the user’s convenience.

II. FORMAT OF RETAINED RECORDS

Retention requirements apply equally to electronic and paper records. This Document Retention Policy does not specify which formats shall be used for records creation and retention. This Policy’s objective is to provide the District with the discretion to maintain individual records...
in the most efficient and cost effective format consistent in accordance with sound records management principles or as required by law. To the extent paper records are to be retained, originals should be retained to the extent practical.

A. Microformat

The District may elect to maintain records on microforms or in electronic format provided the following conditions are satisfied:

1. All microfilming and microfiching is performed in accordance with law, including Archives and Records Commission;
2. The District retains at least one (1) user copy of all master negatives; and
3. The use of microformats is not prohibited by state and federal law.

B. Optical Imaging Systems

The District may elect to retain records in an optical imaging format provided the following conditions are satisfied:

All optical imaging systems and applications are in compliance with Archives and Records Commission; and
2. The storage of records in optical imaging format is not prohibited by state and federal law.

III. STORAGE OF RECORDS

A. Off-Site Records Storage

The District may store records at an off-site storage center. An off-site storage center may be used provided:

1. Records can be removed from the office environment;
2. Access to records is limited to only authorized personnel;
3. Information retrieval services are available, including the ability to make copies;
4. The storage of records in an off-site storage center is not prohibited by state and federal law.

B. On-Site Records Storage

The District may store records at an on-site storage center. An on-site storage center may be used provided:

1. Records can be removed from the office environment;
2. Access to records is limited to only authorized personnel; and
3. Information retrieval services are available, including the ability to make copies;
4. The storage of records in an on-site storage center is not prohibited by state and federal law.

IV. ELECTRONIC BOOKKEEPING SYSTEMS (except e-mail systems)

If the District elects to store records in an electronic recordkeeping system, the following conditions apply:

1. All electronic records must be backed up on a regular basis and all back up media must be stored in separate locations under proper environmental conditions;
2. All data must be secured against accidental or unauthorized addition, modification, or deletions of records; and
3. The maintenance of records in an electronic format is not prohibited by state or federal law.

V. E-MAIL SYSTEMS

Electronic mail (e-mail) records that need to be preserved should be either:

1. Printed in hard copy and kept in the appropriate file;
2. Downloaded to a computer file and kept electronically or on disk as a separate file; or
3. Stored in an electronic recordkeeping system accordance with Section IV.

VI. RESPONSIBILITY FOR OVERSIGHT AND IMPLEMENTATION AND ADDITIONAL PROVISIONS

Responsibility for oversight and implementation of this policy is vested in the Superintendent or such person(s) designated by the Superintendent. Nothing within this Policy prevents the Superintendent or designee from prescribing additional document retention and/or destruction requirements as the need arises.
ENERGY MANAGEMENT CONSERVATION

It is the policy of the Board of Education to provide for the safety and comfort of all students and employees. The Board believes that it is their responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Superintendent will develop procedures to implement energy conservation in District facilities. District employees and students are expected to comply with those procedures.
Safe School Committees

Due to the growing concern of safety and the ever constant threat of violence in the public schools, the Oklahoma Legislature has enacted certain statutory mandates to assist in combating this rising problem. This Policy will implement the legislative mandate for the establishment and operation of safe school committees in this District as follows.

The principal at each school site within this District where students are regularly present during the school day shall establish a Safe School Committee for the principal's school site to be composed of at least seven (7) members, with an equal number of teachers, parents and students and a school official who participates in the investigation of reports of harassment, intimidation, bullying and threatening behavior. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the Superintendent, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any Committee member, the principal shall immediately appoint a successor Committee member so as to maintain the composition of the Committee as set forth above. Committee members are eligible to serve consecutive terms.

Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding:

- Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues that prohibit the maintenance of a safe school;

- Student harassment, intimidation and bullying at school;

- Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying; and

- Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.

- Professional development needs of faculty and staff to recognize and report suspected human trafficking.
As part of the process, each Committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.

Each Safe School Committee shall meet at least once each semester. Each Committee shall appoint a committee chairperson who shall maintain written minutes of each meeting. The Committee chairperson will be responsible for notifying all Committee members of meetings, preparing agendas for each meeting and posting the agendas in the principal's office for a reasonable period prior to the date and time of each meeting. The principal of each school site will retain all agendas, minutes and other documents related to the Safe School Committee. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the Superintendent. The Superintendent shall maintain the reports in the records of the District and shall transmit a copy of each Safe School Committee report to each District board member.

**Healthy and Fit School Advisory Committees**

The District also establishes Healthy and Fit School Advisory Committees, which shall be combined with the District’s Safe Schools Committees. The Healthy and Fit School Advisory Committees are established pursuant to [Okla. Stat.](https://www.legis.ok.gov/) tit. 70, § 24-100a, which created the *Healthy and Fit Kids Act of 2004*.

The Committees shall be composed of no fewer than six (6) individuals who may be the same individuals appointed to the District’s Safe School Committees. The composition of the Advisory Committees may include teachers, administrators, parents of students, health care professionals and business community representatives.

The Advisory Committee at each school site shall study and make recommendations to the school principal regarding:

- Health education;
- Physical education and physical activity; and
- Nutrition and health services.

School principals shall give consideration to the recommendations of their respective advisory committees. The Advisory Committee, for purposes of timelines, shall follow the same schedule as established for the District’s Safe School Committees.

**Miscellaneous Committees**

The administration of the district shall from time to time also convene when necessary, various committees designed to accomplish specific objectives. Membership in such committees shall be by appointment of the Superintendent under advisement of the site principals. These committees are designed to assist the administration in effecting the goals of the district or local school site. Participation in such committees is encouraged as a vital part of the Parent-Teacher-Patron-Community effort to reach the goals and objectives of Okmulgee Public Schools.
Quality Process

In an effort to ensure the quality process and operations of all committees of the district, all committee members are reminded to understand the focus of their charge, and to adhere to the scope of work of the committee on which they serve. Under no circumstances will the concept of committee membership be misconstrued so as to justify behavior that is disruptive, interfering, or distracting to the administrative process, school business functions, or educational activities of the district. Committee members may be reassigned or dismissed as deemed necessary by the administration. All Volunteers, committee members, and/or function attendees are subject to directives of the school administration or sponsor in charge of the committee.
The District's goal is to reduce the volume of solid waste by practicing source reduction and recycling and reusing materials when possible, by, for example:

1. Making double sided copies.
2. Using ceramic coffee mugs rather than Styrofoam cups.
3. Purchasing materials with a minimum of packaging.
4. Purchasing concentrated or bulk items.
5. Circulating one copy when possible, rather than one copy for each student or staff member.
6. Reusing cardboard boxes and manila folders, etc.

Brochures will be circulated describing types of recyclable/reusable materials.

To control the office and classroom movement of materials, each office worker and teacher should use a box at or near their desk to catch daily paper waste. When the container is full, the custodian will take it to a building collection point or, if necessary, to a central location designated by the Recycling Coordinator for transfer to a buyer. The Recycling Coordinator will attempt to find buyers for these products and arrange transportation of these materials. The Recycling Coordinator and custodial crews will make available containers for paper waste.

All staff members should review the educational materials provided concerning the recycling program and promote and make adjustments to routine to carry out the program.

The District will buy recycled products when possible and may pay as much as a five percent premium to do so.

The Recycling Coordinator will report the volumes and dollar amount of the District's involvement each year to the State Department of Central Services.
Purpose

The Board of School Directors recognizes that advertising by for-profit and nonprofit companies has always been part of schools to a limited extent in the form of advertising in sport programs, and in the sale of products by student and parent groups for fundraising purposes. The Board also recognizes its responsibility to protect students from an excessive amount of commercialism in district schools and from intrusion of commercial interests in the classroom, when such intrusion would influence curriculum or instruction, or become a distraction to the school’s primary purpose. The Board also recognizes that commercial advertising in schools can provide additional revenues or other benefits, which the taxpayers might otherwise be asked to fund. The Board has a responsibility to district taxpayers to maximize revenues whenever possible. The purpose of the policy is to develop guidelines to pursue revenue through advertising without negative impact to the Okmulgee Public School District.

Intent

This policy does not, nor does it seek to, create a forum for all types of advertising. Rather, recognizing the special nature and function of the public school setting and only to the extent that it does not interfere with the same, the intent is to make use of a limited portion of the school district’s property in order to generate financial support from commercial sponsors for school district programs and activities. It is the school district’s intention to maintain complete control over all messages disseminated through its communication channels. It is the school district’s intention to be reasonable, to keep a neutral viewpoint, and not abuse its discretion when regulating the sponsorship programs and/or advertising agreements or contracts.

Guidelines

The Board authorizes the following guidelines for commercial advertising, display, or sale in schools:

1. The promotion, display, or sale of commercial products or advertisement promoting corporate interests may be permitted if approved by the Superintendent or designee when such promotion will generate revenue or provide some other benefit for the district. No commercial product, logo, or corporate name shall be displayed, advertised, or sold in schools without express approval by the Superintendent or designee, except for the purpose of school fundraisers or events that benefit students that are approved by the school administration. This policy does not apply to the incidental display of names of product or corporate names on school equipment or supplies, or to food products sold in cafeterias and vending machines or at district events.
2. Advertising opportunities in the school district will be subject to certain restrictions in keeping with contemporary standards of good taste and will seek to model and promote positive values for our students, staff, and district. In keeping with this standard, no advertising will be allowed which:

   a. Is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the laws of the State of Oklahoma and the United States;

   b. Fosters disruptiveness among the students so as to interfere with the learning environment;

   c. Threatens immediate harm to the welfare of the school community or any individual;

   d. Discriminates against any segment of the student body or interfere with another individual’s rights;

   e. Encourages unlawful activity;

   f. Violates separation of church and state;

   g. Promotes the election of a government official;

   h. Promotes, favors, or opposes the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election.

   i. Is inconsistent with the district’s mission or wellness policy. Food products that are prohibited from being sold to students on school campuses by Board policy shall not be advertised on Board property.

   j. Promotes or contains references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X, R, PG 13 or PG rated movies, or gambling aids.

   k. Is false, misleading, or deceptive.

   l. Promotes hostility, disorder or violence.

   m. Overrides the school/school district identity.
3. In instances when advertising is permitted, the District shall comply with all local ordinances, rules and regulations governing outdoor advertising.

4. The School Boards name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, with the approval of the School Board or its designee.

5. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

6. Campaigns to rent out sign or banner space at school events and facilities such as athletic fields constitutes a fund-raiser, and as such must be approved by the School Board in compliance with the appropriate regulations.

7. Publications by student groups, school organizations, or parent organizations—Advertising opportunities exist to support booster clubs and parent organizations. These organizations may solicit advertising for publications such as programs, yearbooks, and family directories. Advertising and sponsorship beyond these types of items requires approval by the Superintendent. Such activities may also be subject to regulation as fund-raising campaigns.

8. Commercial Advertisement—Large scale advertising engagements such as billboards, field-turfs, radio, and TV spots must be approved by the school board.

Related Considerations

The following points are related to these guidelines and should be considered accordingly:

1. In considering the appropriateness of advertising, all District employees shall adhere to the Code of Ethics for Public Officers and Employees prohibiting the misuse of a public position and limiting the use of information which is not available to the general public and used for a person’s personal gain or benefit or that of any other person or business entity.

2. No parent and/or student shall, on behalf of the school or any school authorized or sponsored group, sell commercial products, or collect materials such as product labels and cash register receipts, in order to raise funds or provide equipment without obtaining building principal approval.

3. With the approval of the building principal, coupons for goods and services provided by local businesses may be used as rewards or incentives for an educational program.
4. Limited use of posters and other materials, which are not part of a district agreement with a vendor, may also be permitted in cafeterias and halls if their primary purpose is to promote a clearly defined educational goal and if the use of a corporate name or logo is incidental. Examples of such goals might be prevention of substance abuse or encouraging students to read. The principal shall determine the poster’s educational value and how much use is permissible.
SECTION VII

SUPPORT PERSONNEL
POSITIONS

Position:

A “position” is a designation of employment associated with a specific assignment for which an employee receives compensation.

Assignment:

An employee’s “assignment” is defined as the particular job duty or work duties that have been prescribed for that employee as their primary employment task. This may be described as a grade level, site location, task description, supervisory capacity, or other criteria. For example: “Third Grade Assistant”, “High School Custodian”, “Transportation Director”, “Lunchroom Supervisor”, “Cafeteria Worker”, etc.

An employee’s assignment will most likely change often due to scheduling concerns, staffing issues, curricular needs, etc. All employees are hired subject to assignment by the administration. Employees should expect that their assignments will change regularly as the needs of the district require.

Transfers:

A “transfer” is defined as the re-assignment from one school site to another school site. A transfer may occur at the request of an employee who desires such a transfer, or as the result of an administrative reassignment. Because all employees are hired subject to assignment, a staff member’s particular assignment, and hence their site location, are at the discretion of the administration. An employee’s site location will change as the needs of the district require.

Job Descriptions:

A job description is a written document which strives to list out a collection of the primary duties of an employee. The job description is an approximation only, and can never include a comprehensive listing of all the required job duties. The creation and revision of district job descriptions is at the discretion of the administration. While any job description provided will attempt to be descriptively accurate, all employees are hired subject to assignment by administration. Accordingly, all employees must follow the directives of the administration as they are prescribed unto them, whether oral or written.
SUSPENSION, DEMOTION & TERMINATION PROCEDURES

In order to comply with Title 70 of the Oklahoma Statute, Sections 70-6-101.40 - 70-6-101.47, the Okmulgee Board of Education hereby adopts the following procedures for the suspension, demotion, or termination of support employees.

A support employee who has been employed by a local board of education for more than one (1) year shall be subject to suspension, demotion, termination or non-reemployment only for cause, as designated by the policy of the local board of education, adopted as provided in Section 6-101.43 of the School Laws of Oklahoma. This section shall not be construed to prevent layoffs for lack of funds or work. For purposes of this act, “support employee” means a full-time employee of a school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one-hundred seventy-two (172) days and who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of a school district and shall not include adult education instructors or adult coordinators employed by area vocational-technical school districts. (70-6-101.40)

No support employee who is employed in the Okmulgee School District for one (1) year or more may be suspended, demoted, or terminated except for the causes set forth by this policy.

Whenever the Superintendent of Schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the Superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent of the district shall initiate proceedings for the termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceedings against the employee during or after the suspension for termination as provided in this policy.

Prior to any demotion, non-reemployment, or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by the Okmulgee Board of Education. All notices shall be by certified mail, with the postmark used to determine the time lines of such notice. The support employee must request a hearing within ten (10) working days of said notice or be deemed to have waived his or her right to a hearing.

If the support employee selects a hearing before the Board, the hearing shall be conducted at the next, or next succeeding regularly scheduled meeting of the Okmulgee Board of Education, if the request is received by the Clerk of the Board at least ten (10) days prior to aforesaid meeting. A special meeting shall be conducted if requested by the employee or at the discretion of the Okmulgee Board of Education. The special meeting shall be conducted no sooner than ten (10) days nor later than 30 (thirty) days after the receipt of employee's request.

In the event that an employee is suspended without pay and is later exonerated of the charges causing the suspension, the employee will be allowed to request reinstatement of the lost pay.

The decision of the Okmulgee Board of Education shall be final. Nothing in the above-stated policy shall be construed to prevent layoffs for lack of funds or lack of work.
JUST CAUSE FOR SUSPENSION, DEMOTION, OR TERMINATION

In order to comply with title 70 of the Oklahoma Statute section 70-6-101.43, the Okmulgee Board of Education hereby adopts the following causes for suspension, demotion, or termination:

1. Absence from workstation or school premises without authorization prior to lunch periods or end of workday;
2. Chronic absenteeism for any reason;
3. Excessive tardiness;
4. Possession of weapons on the premises at any time;
5. Falsification, unauthorized possession, and/or removing without authority any district property, records or confidential information and/or making them publicly known;
6. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property, including tools, equipment, machines, or other property of other classified employees;
7. Theft, misappropriation, or sabotage of property of support employees, students, or of the district;
8. Refusal to follow instructions of administrator, failure to do work assignment;
9. Threatening, intimidating, coercing or interfering with support employees or supervision at any time;
10. Creating disturbances on the premises at any time and/or perpetrating injurious practical jokes;
11. Reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances or the consumption and/or possession of such on the job;
12. Disregard of known safety rules or common safety practices;
13. Failure to satisfactorily perform the required duties of the position;
14. Immoral conduct or indecency including abusive and/or foul language;
15. Insubordination of any kind;
16. Violation of any administrative rule, regulation or district policy;
17. Walking off the job and/or failure to report to work without notification or authorization;
18. Conviction of a felony;
19. Lack of funds and/or lack of work;
20. Posting or removing notices, signs, or writing in any form on bulletin boards of district property without authority;

21. Creating or contributing to unsanitary conditions;

22. Smoking in an unauthorized area or at any unauthorized time;

23. When it is in the best interest of the school district any support personnel may be suspended, demoted, or terminated;

Violation for any of the above shall be sufficient grounds for the suspension, demotion, or termination of the support employee.
DISCIPLINARY PROCEDURES

The Process

A. The first step in the disciplinary process will normally be a verbal warning or reprimand, except in the event of an immediate suspension as covered in 2:02.

B. The second step in the disciplinary process shall consist of a letter accompanied by a plan for improvement that details the problems and the steps that the employee must take towards improvement. The employee may respond in writing within ten (10) days and such response shall be placed in the employee’s personnel file. Documents relative to a particular disciplinary action filed in the classified employee’s official personnel file after three (3) years upon the employee’s request may be reviewed by the Superintendent or designee to determine administrative approval for removal. The administration must sign in receipt of response, but the signature of the administration only signifies that the administration received a copy of the response.

C. The third step consists of a conference between the employee and the supervisor to discuss the situation and review if successful completion of the plan for improvement has been made and whether further disciplinary action is warranted. Failure to comply with the conditions of a plan of improvement may lead to disciplinary action.

D. The fourth step in the disciplinary process shall be suspension, demotion, or termination, which shall occur in accordance with all applicable laws.

Right to Representation

Employees shall, upon their request, have the right to be accompanied by a consultant or advisor of their choosing, at any conference scheduled by administrators and/or the Board for the purpose of formal written disciplinary action. Administrators should give a maximum notice of 24 hours prior to the scheduled hearing.
REDUCTION OF STAFF

Okmulgee Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reductions, the Superintendent will recommend the names of the employees to be in layoff based on the following criteria:

1. A hiring freeze will be imposed, except in cases where unusual circumstances warrant the hiring of additional personnel when there are not existing employees who are qualified to fill the necessary position(s).

2. Losses through normal attrition shall not be replaced. Classified employees declared to be excess in a building in a given job classification shall be transferred to fill vacancies in other buildings within their job classification.

3. Probationary employees shall be laid off.

4. Seniority shall determine any further reduction in a force within a job classification.

Seniority shall be defined as a support employee's length of service in the school district from the date of employment. If two or more employees subject to layoff within a job classification have equal seniority, the layoff determination shall be made by lot.

Each employee to be in layoff as a result of a RIF shall be notified in writing by the Superintendent at least two weeks before the effective date.

An employee under RIF shall have the right of re-employment to any opening within the same category as the one under which the employee was RIF’d, that the school district intends to fill. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up-to-date address and phone number at the Central Office.
VACANCIES AND OPENINGS

Vacancies:

A vacancy is defined as a position which was previously held by any former employee of the district, which has yet to be filled by administration, but which the administration intends to fill.

A vacancy may or may not become an opening, as the administration may choose to fill the vacancy by transfer, or by appointment. Administration may also choose to absorb the position with existing staff, eliminate that position, or choose to leave that post vacant until a future time.

The appointing of assignments is at the discretion of the administration. If at such time as the administration chooses to open a vacancy for applications, such an opening shall be posted.

Opening or Open Position:

An “opening” (also known as an “open position”) is a position of employment which the administration has posted, and therefore intends to interview applicants for consideration in filling that position.

Posting:

The act of “posting” is defined as the public notification of an open position of employment for which employees and the public are invited to apply. Open positions will be posted at the Board of Education building and on the district website.

Number of Positions:

The number of employees assigned to any particular position is at the discretion of the administration. The staffing levels of various positions may be affected by job openings, vacancies, reassignments, consolidations of positions, realignment of job duties, changes in job descriptions, etc.

New Positions:

New positions are created at the discretion of the administration as are deemed requisite from time to time. Such new positions may or may not be posted as an open position. New positions created by the administration are not subject to the provisions of this policy until the second year, assuming that position is still relevant and viable for a second year.

Existing Positions:

Positions which currently exist are subject to the constraints of this policy. This is any position which has been staffed for two years or more consecutively.
ANNUAL NOTICE

Employment for Subsequent Year –

A school district no later than ten (10) days after the effective date of the education appropriation bill or June 1, whichever is later, shall give a reasonable assurance of employment in writing to any support employee that the school intends to employ for the subsequent year.

Accumulated Sick Leave –

Employees will be given written notice of their accumulated sick leave days. The notice will be provided to the employee by September 10 of contract year.
GRIEVANCE PROCEDURE

Purpose-

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of policy violation by the grievant.

Definitions-

1. A "grievance" is a claim by an employee that there has been a violation, misinterpretation, or misapplication of the terms of the Support Personnel Policy.

2. The "grievant" is the person making the claim.

3. The "party in interest" is the employee making the claim or any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. "Days" except when otherwise indicated shall mean working days.

Procedure-

1. **Level I** -
   An employee with a grievance shall first discuss the grievance individually with the immediate supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No record will be made.

2. **Level II** -
   a. If the grievant is not satisfied with the disposition of his/her grievance at Level I, he/she may file the grievance within five (5) days of the Level I response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.

   b. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

3. **Level III** -
   a. If the grievant is not satisfied with the disposition of his/her grievance at Level II, he/she may file an appeal within five (5) days of the Level II response with the Superintendent.
b. The Superintendent shall schedule and hold a meeting with the grievant within five (5) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. **Level IV**
   a. If the grievant is not satisfied with the grievance at Level III, he/she may file an appeal within five (5) days of the Level III response for transmittal to the Board.

   b. The Board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

**Right to Representation**

The party in interest may be represented by a person of their own choosing at Levels II, III and IV of this procedure.

**General Provisions**

1. Decisions rendered at Levels II, III, and IV of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted to all parties in interest.

2. The grievant shall have sole responsibility for the pursuing of grievance through all levels and within the time limits specified in these procedures.

3. Necessary forms for the filing of grievances shall be made a part of this policy.

4. Failure in any step of this procedure to appeal the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.

5. Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievance.
### GRIEVANCE RECORDING FORM - OKMULGEE PUBLIC SCHOOLS

| Name of Grievant: |
| Building: |
| Assignment: |

#### LEVEL ONE

**(1) Informal**

| Date Incident(s) Occurred: |
| Explanation of Grievance: |
| Relief Sought: |

| Signature of Grievant: | Date: |
| Signature of Administrator: | Date: |

**(2) Written (Attached Form 2)**

| Disposition by Administrator: |
| Signature of Grievant: | Date: |
| Signature of Administrator: | Date: |

#### LEVEL TWO (SUPERINTENDENT)

| Disposition of Superintendent: |
| Signature of Grievant: | Date: |
| Signature of Superintendent: | Date: |

#### LEVEL THREE (BOARD OF EDUCATION)

**(1) Request For Hearing**

| Signature of Grievant: | Date: |
| Signature of B.O.E. President: | Date: |

**(2) Board of Education Hearing**

<p>| Disposition of Board of Education: |
| Signature of Grievant: | Date: |
| Signature of B.O.E. President: | Date: |</p>
<table>
<thead>
<tr>
<th>Procedure Level: One - Two - Three</th>
<th>Date Filed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Grievant:</td>
<td></td>
</tr>
<tr>
<td>Building:</td>
<td></td>
</tr>
<tr>
<td>Assignment:</td>
<td></td>
</tr>
<tr>
<td>Date Incident(s) Occurred:</td>
<td></td>
</tr>
<tr>
<td>Article and/or Section of the Policy Alleged to Have Been Violated:</td>
<td></td>
</tr>
<tr>
<td>State of Grievant’s Claim (Statement of Facts Upon Which Grievance is Based. Use Additional Pages if Necessary):</td>
<td></td>
</tr>
<tr>
<td>Relief Desired:</td>
<td></td>
</tr>
<tr>
<td>Signature of Grievant:</td>
<td>Date:</td>
</tr>
<tr>
<td>Date Received:</td>
<td></td>
</tr>
<tr>
<td>Disposition by the Appropriate Administrator (Use Additional Pages if Necessary):</td>
<td></td>
</tr>
<tr>
<td>Signature of Administrator:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
ORGANIZATIONAL RIGHTS

Organization Membership

Support employees have the right to join any professional organization or organizations of their choice. Any dues or membership fees for these memberships are the sole responsibility of the employee. If allowed by state law, association dues or fees may be withheld from paychecks as an automatic payroll deduction.

Access to Buildings

The employees of the District shall have access to all school buildings and to all members of the District, during approved breaks, and before and after their work time for the purpose of transacting official business of professional organizations.

Use of School Buildings And Facilities

The employees may use school facilities for professional organizations when no conflict exists, without cost, at reasonable times meeting with the approval of the building principal. Request for the use of a building shall be made to the principal of the respective building. A two (2) week notice will be given, when possible.

Board and Agenda & Minutes

A copy of the official agenda of Board meetings shall be posted on the North door of the Board of Education Building located at 316 E 8th Street, Okmulgee, Oklahoma. Past copies of Board Agendas and Minutes of the Meetings are available for view in the Superintendent’s Office.
LEAVE PROVISIONS

Sick Leave

A. Each support employee shall receive at least one (1) day of sick leave per month of employment not to exceed the number of hours per day for which they are regularly employed. Such leave shall be used in case of personal accidental injury, personal illness, illness due to pregnancy, or accidental injury or illness in the immediate family, (spouse, children, step-children, parents or guardian, step-parents, siblings, parents-in-law, brother-in-law, sister-in-law, or any relative living in the household of the employee). Exception to the immediate family rule may be approved by the Superintendent prior to the absence.

B. Sick leave days will be accrued on the first workday of the month following the completion of the month worked.

C. Unused sick leave may accumulate to one hundred twenty (120) days.

D. All unused sick leave will be reimbursed at retirement as follows:

1. If the employee has over 120 days and uses the 120 days to gain an additional year of retirement benefits, all days above the 120 will be reimbursed at $25.00 per day.

2. If the employee has less than 120 days, all unused days will be reimbursed at the rate of $25.00 per day.

E. Employees may transfer a maximum of sixty (60) days sick leave from another school district in Oklahoma where they were employed. Such transfer shall be allowed following the completion of one (1) full year of employment in the Okmulgee School. Transfers of such leave must be verified in writing by the school where the leave was accumulated.

F. If an employee is hurt on the job and off work on Workers’ Compensation, sick leave days shall continue to accumulate while he/she is off work.

Personal Business Leave

A. Each support employee shall be granted three (3) days of personal business leave each year to conduct personal business that must be conducted at times of scheduled work without loss of pay. Such leave shall be requested in advance except in the case of emergency. Except in emergency situations, the administration may deny the use of a particular personal business day, if the absence on that day would cause an undue hardship on the district.

B. Personal business leave may not be used for participation in political or social problem activities, seeking or interviewing for other employment, or performing a service for compensation.

C. Any unused personal leave days shall be converted into the employee's individual sick leave days at the beginning of each fiscal year.
Bereavement Leave

Each support employee shall be granted bereavement leave of three (3) days for a death within the immediate family. If bereavement days are exhausted and the circumstances warrant the leave, sick leave days and/or personal business leave may apply. Bereavement Leave is non-accumulative. For the purpose of this section the immediate family shall mean spouse, children, parents or guardian, step-parents, siblings, grandparents, grandchildren, brother-in-law, sister-in-law, spouse's parents, aunts, uncles, nieces, nephews or any relative living in the household of the employee.

Legal Process Leave

Support employees shall be granted leave to serve on a jury or as a witness subpoenaed in criminal, civil, or juvenile proceedings. An employee serving as a juror or subpoenaed witness shall be paid his/her full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

Military Leave

All officers or enlisted persons of the Reserve Corps of the Army, Navy, Marine Corps, Coast Guard, Women's Auxiliary Corps, or any other component of the Armed Forces of the United States including the National Guard shall, when ordered by the proper authorities to active duty or service, be entitled to a leave of absence from their respective jobs with the Okmulgee Public School System without a loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence. A copy of the employee's official orders must be attached to the request for leave. Approval of the employee's supervisor must accompany the request.

Unpaid Leave

A. Support employees shall receive Family and Medical Leave, as required by Federal Law and covered by Board Policy.

B. A leave of absence may be requested by a support employee who has been employed for at least one (1) year and who has exhausted his/her sick leave, personal leave, and vacation leave. A support employee may apply for up to one (1) year unpaid leave, and the leave may be used for the same purposes described in section 5.01 (Sick Leave).

C. Any support employee who wishes to request an unpaid leave of absence for educational improvement may petition the Board of Education for such leave.

D. It shall be the responsibility of the support employee who is on unpaid leave of absence to notify the Superintendent thirty (30) days prior to the end of the approved unpaid leave of absence as to their intention to return.
SICK LEAVE DONATION POLICY

The program will permit employees to donate sick leave to other employees who are suffering from or who have a relative or close family member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment.

**Procedures:**

A. Any employee to receive donated sick leave must submit in writing to the Board of Education or Superintendent a request which identifies the rationale for the request, the projected dates for the leave to used, and documentation that absence is medically essential and signed by a physician.

B. The receiving employee must have exhausted or will exhaust sick leave earned due to a severe illness, injury, impairment, or physical or mental condition, including temporary disability resulting from pregnancy, miscarriage, childbirth or recovery therefrom.

C. The condition must have cause or is likely to cause, the employee to take leave without pay or to terminate employment.

D. The amount of leave to be donated is limited to twenty (20) days per request up to a maximum of one hundred (100) days per school year.

E. Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be pro rated to the credit of the donating employees.

F. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced.

G. Donors may donate only days in excess of twenty (20) days and must do so in writing.
HOLIDAYS

12 Month Employees:

The following paid holidays shall be provided for twelve (12) month, forty (40) hours per week employees:

1. Fourth of July (1 day)
2. Labor Day (1 day)
3. Thanksgiving Holiday (3 days)
4. Christmas Holiday (2 days)
5. New Years Holiday (2 days)
6. Martin Luther King Holiday (1 day)
7. Spring Break Holiday (2 days)
8. Memorial Day (1 day)

An official holiday which falls on a Saturday shall be observed the preceding Friday; or if it is on a Sunday, it shall be observed the following Monday. Only full-time regular employees (forty (40) hours per week, twelve (12) month) shall receive pay for authorized holidays. Authorized holidays that fall within a support employee's vacation period will not count as vacation time.

10 & 11 Month Employees:

The following is a paid holiday schedule for ten (10) and eleven (11) month employees:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Years Holiday
5. Martin Luther King Holiday
6. Memorial Day

9 Month Employees:

The following is a paid holiday schedule for nine (9) month employees:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Years Holiday
5. Martin Luther King Holiday
VACATIONS

Vacations are granted only to full-time support employees who are currently employed in twelve (12) month, forty (40) hour week positions. Employees receive their regular pay and benefits on days when they utilize as vacation.

Hired after 1996-
Employees shall be allowed ten (10) days vacation time annually.

Hired before 1996-
Employees hired prior to July 1, 1996, who have completed fifteen (15) or more years service by the end of the preceding fiscal school year (June 30) shall receive fifteen (15) days vacation time. Employees hired prior to July 1, 1996, completing twenty (20) or more years of service shall receive twenty (20) days of vacation time.

To be eligible for 15 (fifteen) days of vacation time the employee must have worked 15 (fifteen) years, with the preceding four (4) years within the school system in a twelve (12) month, eight (8) hour per day position. NOTE: Some support personnel began their career in the Okmulgee Public Schools in nine (9) or ten (10) month positions, therefore a completed year of service is interpreted to mean from the designated annual reporting date for the position to which the employee is assigned through the last contract date for that year, (i.e., teacher aide from August through May). Therefore these early years in their career can count toward the 15 (fifteen) days of vacation time as long as they have worked the four (4) years preceding their vacation in a twelve (12) month, eight (8) hour per day position.

Accrual and accumulation:

a) Employees eligible for ten (10) days vacation shall accrue at .833 day per month: These days shall accumulate to a maximum of 15 days. Days beyond this cap are neither accumulated nor compensated (“use it or lose it”). Upon resignation or retirement, any accumulated vacation days are paid to the employee at their regular rate of pay (15 day cap). Termination for cause will result in a loss of all unpaid accumulated vacation days.

b) Employees eligible for fifteen (15) days vacation will accumulate 1.25 days per month: These days shall accumulate to a maximum of 22 days. Days beyond this cap are neither accumulated nor compensated (“use it or lose it”). Upon resignation or retirement, any accumulated vacation days are paid to the employee at their regular rate of pay (22 day cap). Termination for cause will result in a loss of all unpaid accumulated vacation days.

c) Employees eligible for twenty (20) days vacation will accumulate 1.67 days per month: These days shall accumulate to a maximum of 30 days. Days beyond this cap are neither accumulated nor compensated (“use it or lose it”). Upon resignation
or retirement, any accumulated vacation days are paid to the employee at their regular rate of pay (40 day cap). Termination for cause will result in a loss of all unpaid accumulated vacation days.

Vacation periods are to be scheduled 48 hours in advance at the convenience of the department in which the employee works, with the approval of the employee's supervisor and building supervisor.

If an authorized holiday falls within the vacation period, it will not be chargeable to the employee's vacation allowance.

Vacation time may not be requested or used in less than one-half (½) day increments no more than ten (10) days consecutively.
PERQUISITES

Break Time

Support employees working over three (3) hours and under six (6) hours per day shall be scheduled for a fifteen (15) minute break. Employees working six (6) to eight (8) hours shall get two (2) fifteen (15) minute breaks per day.

Lunch Break

Each employee working over six (6) hours shall be scheduled for a thirty (30) minute lunch break.

Unemployment Compensation Coverage

The Okmulgee School District shall maintain unemployment compensation coverage for all support employees.

Worker's Compensation

The Board shall abide by all applicable Oklahoma Worker's Compensation Laws and Regulations. Employees in the district are provided full or partial continuation of wages in accordance with Oklahoma law, if an employee is absent from work because of a physical injury sustained in the performance of the job.

The following conditions are included, but not limited to all requirements.

1. The employee must report the accident or injury to their supervisor at the time of the occurrence. The supervisor will be responsible for reporting the accident to the Superintendent's office on the proper form.
2. The accident must be job related.
3. A physician's statement of the physical injury and a release to return to work must be filed with the Personnel Office before returning to work is approved.

The following conditions are included, but not limited to all requirements.

1. The employee must report the accident or injury to their supervisor at the time of the occurrence. The supervisor will be responsible for reporting the accident to the Superintendent's office on the proper form.
2. The accident must be job related.
3. A physician's statement of the physical injury and a release to return to work must be filed with the Personnel Office before returning to work is approved.
**BENEFITS**

**Teacher's Retirement**

For the contract year, the Board will pay seven percent (7%) of compensation of each support employee’s contribution to the Oklahoma Teacher Retirement System.

**Life Insurance**

For the contract year the Board shall provide a ten-thousand dollar ($10,000) term life insurance policy for each support employee who is under age 70 and working 6 hours per day or more. Cash in lieu of policy premium will be paid to anyone eligible who is over 70 years of age.

**Dental/Vision Insurance**

For the contract year the Board shall designate a Dental and Vision Service Plan for all support employees working six (6) hours or more and pay the employee's premium for the Dental Plan and the Vision Service Plan.

A support employee may opt to provide family (dependent) dental and vision insurance coverage at their own expense with the amount of the employee's premium paid by the district being applied to the monthly cost of the family (dependent) coverage.

**Health Insurance**

For the contract year the Board shall designate a health insurance program for all support employees working six (6) hours or more. An amount equal to the individual premium for Health Choice High Option will be credited toward the employee’s health insurance.

**Flexible Benefit Amount**

Each support employee who works six (6) hours or more per day and who utilizes the insurance benefit shall receive the cost of a single Health Choice High Option premium. Those employees who choose not to take the insurance benefit shall continue to receive one-hundred eighty-nine dollars and sixty-nine cents ($189.69) per month.

For those employees who do not qualify for the flexible benefit, the following stipend will be paid:

- Less than 6 hours, but 5 or more hours: ($250.00),
- Less than 5 hours, but 4 or more hours: ($210.00),
- Less than 4 hours: ($170.00).

Any employee that quits or is terminated will not receive their stipend before working their first full year.


**INCENTIVES**

**Perfect Attendance**

Each full time support employee who has perfect attendance for a given semester shall receive a bonus. Jury duty, hurt on the job, (if absent for four (4) hours or less), vacation and bereavement days shall be exempt. All other absences will count against the perfect attendance (this includes personal days, sick days, leave without pay, and on-the-job injuries greater than 4 hours away from work). The bonus will be paid as follows:

a. No absences; Three-hundred dollars ($300.00)

b. One (1) absence; One-hundred Fifty dollars ($150.00).

Employees will receive their bonus in January for the first semester and June for the second semester. An employee must have been employed for the entire semester. For 260 day employees, qualifying time is from July 1 to December 31 for the first semester and January 1 to June 30 for the second semester.

For the purposes of Perfect Attendance, full time for any employee (except bus drivers) is defined as a minimum of 30 hours weekly. For Bus drivers, it is any regular route driver who drives both morning and afternoon routes.

**Retirement Incentive**

All unused sick leave will be reimbursed at retirement as follows:

1. If the employee has over 120 days and uses the 120 days to gain an additional year of retirement benefits, all days above the 120 will be reimbursed at $25.00 per day.

2. If the employee has less than 120 days, all unused days will be reimbursed at the rate of $25.00 per day.
DEDUCTIONS, REIMBURSEMENTS, AND PROVISIONS

Payroll Deductions

In addition to those deductions required by State and Federal Law, each contracted employee working six (6) hours or more may, upon written authorization, initiate the following payroll deductions:

When allowed by state law, routine payroll deduction changes can be made no more than twice per year - once before the first paycheck and once before the January paycheck. Extenuating circumstances may allow changes to be made at other times.

1. School approved health, dental, vision, life and cancer insurance;
2. Salary Protection;
3. Annuities;
4. Employee associations (dues);
5. Professional organizations (dues).

Licensing

The Board agrees to reimburse the cost of the Commercial Driver's License that is required for bus drivers or any support employee who is required by the district to have a Commercial Driver's License after the completion of one (1) year of service. The reimbursement shall be the difference between a regular license and a CDL.

Reimbursement of Tuition

When funds are available, the Board agrees to initiate the following:

To reimburse 100% of pre-approved tuition and books upon completion of educational courses used to advance support employees knowledge and skills which will benefit their daily job assignments.

Personal Automobile Usage

Support employees who are required to use their personal automobile to carry out their assigned job duties (i.e. money deposits, deliveries, etc.) shall receive three hundred fifty dollars ($350.00) per contract year for car allowance. This allowance is limited to $350.00 per site (in case of sharing duty).

Mandatory Physicals

If a support employee’s job classification requires the employee to have a physical, the cost of such physical will be borne by the Board of Education.
**Mandatory Meetings**

Meetings which are required and authorized by the Superintendent of schools and which exceed the contractual requirements of the employee's work day and work year shall be compensated at the employee's regular rate of pay.

**Extra Time**

An employee reporting to work before school is canceled due to inclement weather or unforeseen circumstances, will be compensated at one (1) hour minimum or actual clock time.

For any employee who is called out to work after the regular work day over a minimum of one (1) hour compensation will be paid, or one (1) hour comp-time off. If more than one (1) hour is worked, the employee will receive the actual time compensation or comp-time.
OVERTIME

Authorization: Overtime will be allowed upon authorization from the Superintendent or designee in charge.

Compensation: An employee who works in excess of forty (40) authorized hours during a work week is entitled to be compensated for the hours in excess of forty (40) at one and one half (1½) times the regular rate of pay. Overtime may be compensated by allowing compensatory time at one and one half (1½) times the time worked over forty (40) hours in a work week. Comp time will be taken in accordance with wage and hour regulations.

In the event a support employee is required to work additional time due to an unforeseen situation or emergency, the employee will be compensated for the additional time worked. If the additional time is over forty (40) hours in any given work-week, the employee will be compensated at one and one half times the regular rate of pay or be given comp time at one and one half times the time worked. The immediate supervisor of the employee will outline the circumstances which would require the employee to work additional time without prior authorization.
Activity trips shall be compensated at the pay rate of twelve dollars ($12.00) for each hour worked.

Daily bus routes shall be compensated by the following:

1. Full – Time Certified Staff, twenty dollars ($20.00) for a (AM) route and/or twenty dollars ($20.00) for a (PM) route.
2. All other Okmulgee Public School Employees shall be paid according to the Bus Salary Pay Schedule.

Regular route drivers will be able to contract activity trips on a fair and rotating basis within safety regulations to provide equitable hours for all regular route drivers up to and including forty (40) hours. A chart will be posted showing fair rotation on all trips including bonus trips.

Licensed Coaches and other club sponsors shall drive their own buses while on their own club activities. For additional trips, regular route drivers will be considered first, followed by activity/substitute drivers.

**One-Day Activity Trip:** A driver shall receive twelve dollars ($12.00) per hour wage for a maximum of ten (10) hours. If the trip exceeds ten (10) hours a bonus of thirty dollars ($30.00) will be paid.

(i.e. eight (8) hour trip: 8 x $12.00 = $96.00
(i.e. twelve (12) hour trip: 10 x $12.00 = $120.00 + $30.00 = $150.00

**Overnight Activity Trip:** A driver shall receive twelve dollars ($12.00) per hour for a maximum of eight (8) hours per day plus a thirty ($30.00) bonus for each day the driver is out of town on one (1) trip.

(Day One: Departure time 8:00 AM to 4:00 PM:
8 x $12.00 = $96.00 plus $30.00 = $126.00
(Day Two: Day begins at 7:00 AM. Return arrival time 4:00 PM:
$96.00 plus $30.00 = $126.00
This schedule will be the same regardless how many days a driver is gone on ONE TRIP.

(i.e. Three (3) days over eight (8) hours per day:
3 x $126.00 = $378.00 total compensation)

All days an activity driver is gone on overnight trips, their departure time will begin at 7:00 A.M. except the first day.

On overnight trips lodging shall be provided and booked in advance. Meals on overnight trips shall be provided at the rate of $25.00 per each 24 hour period.

When available, trips will be assigned at least one (1) week ahead of departure.
PAY DAYS - SCHEDULE

Regular Paychecks-

Hourly employees who are hired for the school year will have their salary annualized to provide a consistent paycheck over a twelve month span.

1. STANDARD- employees will receive their pay on the last workday of the month.
2. NOVEMBER- pay dates will be the last workday before the Thanksgiving holidays.
3. DECEMBER- pay dates will be the last workday before the Christmas holidays.
4. MAY- pay date will be the last workday of the school year, with applicable employees subject to Principal check-out procedures.
5. “June and July Paychecks” will be available on June 30.
6. Newly hired employees who start work after the 15th day of the month will not receive their first paycheck until the following month.

Supplemental Paychecks-

When employees are authorized to perform additional work, separate from their regular annualized pay salary, this is referred to as supplemental pay. Examples of this include overtime, extra-time, special projects, summer work, etc. These hours are to be recorded on a separate timesheet form their regular annualized employment. Pay for these hours will be handled as follows:

1. These hours are to be recorded on a separate timesheet from their regular annualized employment.
2. The pay period will begin the first day of the month, and end with the last day of the month.
3. After the conclusion of the month, Supervisors will have 3 business days to review, affirm, and sign off on the employee’s timesheet, and forward it to the payroll office.
4. The payroll office 8 business days to process the hours and cut a check for the employee.
5. Paychecks should be available no later than 11 business days after the close of the month.
6. This policy is in compliance with Oklahoma Statutes Title 40 § 165.2 “monthly payment of wages”. This statute also provides that In the event of extenuating circumstances, the payroll office may, if needed, take an additional 3 days to provide these checks.
Compensation shall be based on the board adopted salary schedule according to “job category” and years of experience.

All new employees hired in the district shall go to zero years on the pay scale for their position, except when the Board grants up to five (5) years’ experience for employees who have worked in a similar position outside the district. Any credit for experience outside the district will only be given within the first thirty (30) calendar days of the employee’s first employment by the district. When employed, individuals will be notified by the association that they may request credit for out-of-district experience.
# SCHEDULE 1 -- JOB CATEGORIES

Support employees shall be classified by job in the following categories:

<table>
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<tr>
<th>CODE</th>
<th>POSITION</th>
<th>DAYS*</th>
<th>HOURS*</th>
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<tbody>
<tr>
<td><strong>C</strong></td>
<td><strong>S</strong></td>
<td>Cafeteria Manager**</td>
<td>184</td>
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<td><strong>C</strong></td>
<td>Cafeteria Workers</td>
<td>181</td>
<td>3 - 7.5</td>
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<tr>
<td><strong>H</strong></td>
<td>Receptionist/Secretary (Central Office)</td>
<td>260</td>
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<tr>
<td><strong>S</strong></td>
<td>Technology Coordinator**</td>
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<td><strong>S</strong></td>
<td>Maintenance Supervisor**</td>
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<td><strong>K</strong></td>
<td>Electrician</td>
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<td><strong>G</strong></td>
<td>Maintenance</td>
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<td><strong>J</strong></td>
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<td><strong>O</strong></td>
<td>Practicing Student Therapy Assistant</td>
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<td><strong>P</strong></td>
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<td><strong>K</strong></td>
<td>Bus Driver</td>
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<td><strong>C</strong></td>
<td>Special Ed. Bus Monitor</td>
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<td><strong>F</strong></td>
<td>Transportation Clerk</td>
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(Special Ed Bus Drivers, Bus Aides, & Spec Ed Paraprofessional’s shall receive an additional 3%)

* Various arrangements of contract days and hours are possible; per hour wages apply

**S - See Salaried Pay Scale section 706.3
### SUPPORT STAFF HOURLY PAY SCALE

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Steps continue beyond 18, adding $0.12 per year for each step

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Steps continue beyond 18, adding $0.12 per year for each step

Each employee will receive his/her scheduled pay step at the beginning of the contract year.
## SCHEDULE 3 -- SALARIED PAY SCALE

### PAY SCALE FOR MANAGERS AND SUPERVISORS

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<th>Maintenance Supervisor</th>
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<td>+ $423.77</td>
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<td></td>
<td>Steps continue beyond 18, increasing each year by the amount shown</td>
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</tr>
</tbody>
</table>

Section VII – Page 31
SECTION VIII

MISCELLANEOUS
OBSERVATION OF MOMENT OF SILENCE

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day. This Policy is adopted to comply with that directive.

The principal of each school building within the District will designate approximately one minute of instructional time each school day for the observation of a moment of silence. At the beginning of each semester, the principal or designee will give teachers direction as to how the moment of silence is to be observed. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student’s decision as to how to utilize the moment of silence, provided that the student’s choice does not interfere with, distract, or impede other students in the exercise of their individual choices.
CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The District shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the District in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the Superintendent’s discretion.
CPR AND HEIMLICH MANEUVER TRAINING FOR SCHOOL EMPLOYEES

Training

In accordance with Okla. Stat. tit. 70, § 1210.199, the District shall ensure that a minimum of one (1) certified teacher and one (1) noncertified staff member, at each school site, receives training in cardiopulmonary resuscitation (CPR) and the Heimlich maneuver each school fiscal year.

The training may be obtained through any reputable entity such as the American Red Cross, American Heart Association or others, including training provided by a school employee qualified to train others in basic life support including CPR and the Heimlich.

Documentation of Training

Each employee satisfactorily completing training mandated by this Policy shall receive a card or other documentation of successful completion of a course in CPR and including the Heimlich maneuver. The District shall also maintain a list of all employees trained pursuant to this Policy and the applicable law, including the date of training, the entity or qualified individuals providing training, and the date by which retraining should occur for a trained individual to adequately retain skills acquired through training.

Periodic Renewal of Training

Renewal courses shall be offered at least every two (2) years to employees who have received training through the District or through alternate sources.

Liability

There is no liability to the District or to individual employees for injury or death of a student, teacher, or other person resulting from CPR or choking incidents; however, neither this policy nor the applicable Oklahoma law regarding training of school employees eliminates liability, if any, under the Oklahoma Governmental Tort Claims Act.
PROTECTION OF PUPIL RIGHTS AMENDMENT

Definitions

For purposes of this Policy, the following definitions apply:

1. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

2. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

3. "Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this Policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

4. "Personal information" means individually identifiable information including (i) a student or parent’s first and last name; (ii) a home or other physical address (including street name and the name of the city or town); (iii) a telephone number); or (iv) a Social Security identification number.

5. "Survey" includes an evaluation.

Inspection of Instructional Materials

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents of students in the District. However, teacher lesson plans and tests are confidential records under the
Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the principal’s decision, then the parent may request review by the Superintendent or designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education, subject to statutory and State Board of Education guidelines. Nothing in this Policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

**Surveys**

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s family;
2. Religious practices, affiliations, or beliefs of the student or the student’s parent;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Mental or psychological problems of the student or the student’s family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the parent’s prior consent.
Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any such survey shall be addressed to the Superintendent or designee, who shall have final authority over the matter.

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

**Psychiatric or Psychological Examinations**

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

**Notification and Opt-Out**

The District will directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
   a. College or other postsecondary education recruitment, military recruitment;
   b. Book clubs, magazines, and programs providing access to low-cost literary products;
   c. Curriculum and instructional materials used by elementary and secondary schools;
   d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement...
information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;

e. The sale by students of products or services to raise funds for school-related or education-related activities; and

f. Student recognition programs.

2. The administration of any survey containing one or more items described above in the Surveys section of this Policy; and

3. Any non-emergency, invasive physical examination or screening that is (i) required as a condition of attendance; (ii) administered by and scheduled by the school in advance; and (iii) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

**Inspection of Data Collection Instruments**

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any such survey shall be addressed to the Superintendent or designee, who shall have final authority over the matter.
Definitions

**Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination**

**Definitions**

**Discrimination Complaint:** A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, age or disability (including harassment and retaliation).

**Grievant:** Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

**Title VI, Title IX, Section 504/Title II, and Age Act Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Title IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability):

Jeremy Ramsey
Director of Special Services
Okmulgee Board of Education
316 East 8th
Okmulgee, OK 74447
(918) 758-2000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Title IX Coordinator (for questions or complaints based on sex)

Age Act Coordinator (for questions or complaints based on age):

Jeremy Ramsey
Director of Special Services
Okmulgee Board of Education
316 East 8th
Okmulgee, OK 74447
(918) 758-2000

**Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action.
or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day when the District’s main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

**Pre-Filing Procedures**

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

**Filing, Investigation, Hearing and Review Procedures**

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to:

- a. confirm or deny facts;
- b. indicate acceptance or rejection of the Grievant’s requested action; and
- c. outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act(s) only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District’s ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal.
The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

**General Provisions**

**Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Retaliation:** The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decisionmaker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability):

Jeremy Ramsey  
Director of Special Services  
Okmulgee Board of Education  
316 East 8th  
Okmulgee, OK 74447  
(918) 758-2000
**Notice:** The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.
INTERFERENCE WITH THE
PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES

Definitions

For purposes of this Policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the District; or direct interference with administration, maintenance or security of property belonging to the District.

Interference with Peaceful Conduct

The Superintendent or anyone designated by the Superintendent or the Board of Education to maintain order in the Okmulgee Public Schools shall have the authority and power to direct any person to leave District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on District property;

2. Commits an act that interferes with the peaceful conduct of activities on District property; or

3. Enters District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on District property.

Any person to whom this Policy applies, who fails to leave District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave District property under this Policy, the person issued the directive may request reconsideration by taking the following steps:
First Level of Appeal: The person may request review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave District property, the directive will be final and nonappealable. If the Superintendent issued the initial directive to leave District property, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal: The person may request review of the Superintendent’s decision by letter to the Superintendent or the clerk of the Board of Education. If no written request is received within five (5) calendar days of the person’s receipt of the Superintendent’s written notification of his or her decision, the Superintendent’s decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board’s decision will be final and nonappealable.

The Superintendent or person who issues the directive to leave District property will give the person to whom the directive is issued a copy of this Policy along with the directive to leave District property. During any appeal process, the person given the directive to leave school property must remain off school property unless the Superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.
COMPLAINT PROCEDURES UNDER PART B OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT

To comply with the requirements of state and federal law, the District has established the following procedures for filing and resolving formal written complaints regarding alleged violations of the requirements under Part B of the Individuals with Disabilities Education Act (IDEA), amended.

Formal written complaints filed with the District should be addressed to the superintendent or a District administrator. The complaint must include a statement that the District has violated a requirement under Part B of the IDEA, the facts on which the statement is based, the signature and contact information for the complainant; and, if alleging violations with respect to a specific child, the name and address of the residence (or contact information) of the child; the name of the school the child is attending; a description of the nature of the problem of the child, including facts relating to the problem; and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed. The complaint must allege that a violation occurred not more than one (1) year prior to the date the District received the complaint.

Upon receipt of a formal written complaint alleging violation of Part B of the IDEA, the District will acknowledge receipt of the complaint in writing and provide the complainant with a copy of Parents Rights in Special Education. The District will provide the complainant an opportunity to voluntarily engage in mediation with the District in an effort to resolve the formal written complaint.

The District will promptly investigate formal written complaints. As part of the investigation, District personnel will give the complainant an opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. District personnel
will review all relevant information and make an independent determination whether it is violating a requirement of Part B of the IDEA.

Within 60 calendar days from receipt of the formal written complaint, the District will issue a written report to the complainant. The decision will address each allegation in the complaint and contain findings of fact and conclusions and the reasons for the final decision. The decision will include procedures for effective implementation of the decision, if needed, including technical assistance activities and corrective actions to achieve compliance. The District will extend the time limit for the decision only if exceptional circumstances exist regarding a specific complaint or the complainant and the District agree to extend the time to engage in mediation or other available alternative means of dispute resolution.

In the decision, the District will advise the complainant of the right to request review of the District’s decision by the Oklahoma State Department of Education (SDE) and how to request SDE review.

A complainant may choose to file his or her complaint directly with SDE rather than filing with the District.
DISCRIMINATORY HARASSMENT AND RETALIATION

Okmulgee Public Schools is committed to providing a workplace and learning environment free from discriminatory harassment. The District prohibits harassment by students and employees, including volunteers, of any person based upon race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age.

For purposes of this policy, discriminatory harassment of a student includes any verbal, written or graphic expression or physical conduct relating to the individual’s race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age, when:

1. the discriminatory harassment is sufficiently severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;

2. the discriminatory harassment has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or

3. the discriminatory harassment otherwise adversely affects an individual’s learning opportunities.

In determining whether alleged conduct constitutes a violation of this policy, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

Discriminatory harassment may include, but is not limited to:

1. intimidation and implied or overt threats of physical violence motivated by race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
2. physical acts of aggression or assault upon another or damage to the property of another that is motivated by race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;

3. threatening or intimidating conduct directed at another because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;

4. demeaning jokes, taunting, slurs, derogatory names, innuendos or other negative or derogatory remarks relating to race, sex, national origin, religion, disability, veteran status, sexual orientation or age;

5. graffiti, slogans or visual displays, such as cartoons, posters or computer images, which depict slurs or derogatory sentiments or images relating to race, sex, national origin, religion, disability, veteran status, sexual orientation or age;

6. criminal offenses directed at persons because of their race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age; and

7. unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, written or graphic expression or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the District's programs or activities.

The District also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know
how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

All employees are expected to take appropriate measures to prevent discriminatory harassment and retaliation by others. Employees who believe they are being harassed or retaliated against or who witness or otherwise become aware of potential harassment or retaliation must promptly report the offending conduct so that it can be stopped.

All Okmulgee Public Schools employees, including but not limited to staff, supervisors, senior officials and volunteers, are required to comply with this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination. Students who violate this policy are subject to disciplinary action in accordance with the District’s code of student conduct.
Background

On April 9, 1965, President Lyndon B. Johnson signed into law a sweeping educational reform known as the Elementary and Secondary Education Act. The goal of the act was to address poverty, and the disparity of educational access that it caused. The program focuses on closing the achievement gap in Language Arts and Reading, by focusing on the needs of disadvantaged students, and by providing funding specifically for programs enacted under the Act. Those programs are often referred to as “Title” programs (or sometimes “Chapter” programs). The ESEA has been re-authorized over the years, taking on different names in the process, such as “The No Child Left Behind Act”. The latest reauthorization refers to the act as the “Every Student Succeeds Act”, or ESSA.

This district receives federal funds under the various Title Programs of ESSA. The board, therefore, has established this policy to help ensure compliance with those federal programs. Any student, parent, community member or employee who believes the district has violated the provisions of a Federal Program under the requirements of ESSA should notify the district using the process outlined in this policy.

Covered Programs

Federal programs active in the district can vary greatly from year to year based on availability, award of grants, federal budgets, and other factors. Not every program is available every year. This policy specifically covers, but is not limited to, complaints related to the following programs, when applicable:

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies.
- Title I, Part B, Subpart 3: Even Start Family Literacy.
- Title I, Part C: Education of Migrant Children.
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk.
- Title II, Part A: Teacher and Principal Training and Recruiting Fund.
- Title II, Part D: Enhancing Education through Technology.
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement.
- Title IV, Part B: 21st Century Community Learning Centers.
- Title VI, Part A, Subpart 1, Section 6111: State Assessment Program.
- Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program.
- Title VI, Part B, Subpart 2: Rural and Low-Income Schools.
- Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children.
- Title X, Part C – McKinney-Vento Homeless Assistance Act
Complaint Procedures at the Local Education Agency (LEA) Level:

ESSA regulations require the district to adopt procedures for receiving and resolving complaints which allege violations of law in the administration of covered programs. Therefore, for any complaints should be filed at the local level; no complaint should not be filed with the State Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the State Department of Education with written proof of their attempt to resolve the issue at the local level.

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the district has violated a requirement of a federal statute or regulation that applies to an applicable program.
2. The date on which the violation occurred.
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the federal statute or regulation).
4. A list of the names and telephone numbers of individuals who can provide additional information.
5. Whether a complaint has been filed with any other government agency, and if so, which agency.
6. Copies of all applicable documents supporting the complainant’s position.
7. The address of the complainant.
8. The complaint must be addressed to:

   Federal Program Director
   Okmulgee Public Schools
   PO Box 1346
   Okmulgee, OK  74447

Within thirty (30) days of receipt of a complaint, the district shall conduct an investigation of the allegation and resolve the complaint. A written response will be provided to the complainant. This response will include the decision, and a rationale/evidence/statute supporting the decision. Upon conclusion of the case, the district will forward a copy of the case and its conclusion to the State Department of Education.

Within thirty (30) days of an LEA (a school district) filing a concluded case with the State department, the SEA shall review the case and make the LEA aware if further steps are to be taken by the LEA or the SEA. A complainant who is dissatisfied with the decision of the LEA may file an appeal with the SEA. A request for an appeal must be submitted in writing to the General Counsel of the State Department of Education within thirty (30) days of resolution of the complaint by the LEA.
Complaint Procedures at the State Education Agency (SEA) Level:

Upon receipt of an appeal, the SEA will review the evidence of the case. The SEA will either render a disposition or conduct an independent, on-site investigation of the complaint. Resolution shall be made by the SEA within forty-five (45) days. Within ten (10) days thereafter, a written decision will be provided to the person, persons, or organization making the complaint and to the LEA to which the complaint was originally filed.

In the event a complaint against an LEA made directly to the SEA without previously being filed with the appropriate LEA, such case will be reviewed by the SEA to determine if an investigation is warranted by the SEA because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with the appropriate LEA.

Complaint Procedures at the Federal Level:

If the complainant is aggrieved by the final decision of the SEA, it is possible to request a review of the decision by the United States Secretary of Education. Such a review, however, is entirely at the discretion of the United States Secretary of Education.
FEDERAL PROGRAM COMPLAINT FORM

Date: ________________  Grievant's phone numbers: ________________________

Grievant's Name and Address: ______________________________________________________

________________________________________________________________________

________________________________________________________________________

Statement of grievance (please provide as detailed a statement as is possible and attach supplemental pages so that we may have a complete understanding of your concerns):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please identify any documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents are not in your possession, please indicate where they are located.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please identify what action or relief you are seeking as a result of this grievance.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Grievant

If, as a result of a disability, you need assistance in completing this form, please contact the district's ADA Coordinator, or Superintendent, for assistance or accommodation.
Introduction

Regardless of a student, employee, parent or any individual’s status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited:

- while on the premises of the district and in school vehicles;
- going to and from or while attending district sponsored functions, events, and athletic activities, including those which occur in a location other than the premises of the district;
- utilizing district equipment or transportation; and
- in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual’s status as a medical marijuana license holder.
Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district’s current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state of residence or employment has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.