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We, the Stonewall Schools, believe that the American system of education purposes to train youth for responsible citizenship in order to preserve the American way of life and the democratic form of government.

Inherent in the American philosophy is the belief that all should lead a productive life; therefore, we believe education must be directed toward this goal and strive to implement the idea through stressing individual success.

We believe the basic skills of reading, writing, speaking, thinking, listening, computing and evaluating are necessary elements of all areas, including educational growth, personality and moral development, emotional maturity, physical and mental development, and civic, social, and economic living in today's physical environment.

We believe the function and preservation of the democratic form of government necessitates full cooperation of school, home, and church because all share the responsibility for the welfare and development of our youth.

The goals towards which we strive are:

1. Each child should gain a thorough and certain command of the English language and the three "R's" in order that he may attain a high standard of living and maintain a position of respect in society.
2. Each child should be taught to think logically and also creatively in order that he will not be misled by false and untrue propaganda, and that the world may be benefitted by his existence.
3. The child must be taught to cherish his rights and his privileges as a free American and to respect the rights and privileges of others for this is the foundation upon which our democratic society is built.

To achieve these goals, students, teachers, parents must work together with understanding a unity of purpose.

"Every boy and girl educated for useful, happy citizenship."

1.01 FORWARD

This handbook, or set of policies, and regulations, is provided so that the teachers new to the Administration and Board of Education of Stonewall Public Schools will know the policies and regulations that the Administration and Board wishes to be administered during the school year. This handbook is intended to provide information which will be helpful to you in your day to day activities with our school system.

It is hoped that you will make frequent references to this handbook, examining it critically as you do, in an effort to improve its usefulness. Feel free to write in any comments or omissions which you feel would improve it for next year.

Welcome to School District Number 30, Stonewall Public Schools. We hope that the coming year will be an enjoyable one for you. We are equally hopeful that you will make a significant contribution to the lives of the boys and girls with whom you will be working. You may be assured that all of the efforts of the entire staff will be directed toward this same goal.

In this day and age, when many of the children come from broken homes, when many children see very little of their parents because both are working, when much of their home life is centered around the television set, and when many of them do not participate in church activities, your job of helping the boys and girls become worthy citizens becomes increasingly important. Let us all approach our many tasks with confidence based upon a foundation of sympathy for the needs of the children and mutual trust and friendliness toward each other, in an atmosphere of democratic ideas and practice.

Remember, we each share some measure of each other's success and failure. Let us look forward to sharing a great many more successes than failures.

THE ADMINISTRATION

CHAPTER 2

GENERAL POLICIES & REGULATIONS OF THE BOARD

- 2.01 PRIMARY AIM OR PURPOSE
- 2.02 FIRST FUNCTION OF THE BOARD
- 2.03 DECISIONS BY THE BOARD
- 2.04 DUTIES OF THE CLERK OF THE BOARD
- 2.05 MEETINGS
- 2.06 SELECTION OF SUPERINTENDENT & POLICIES
- 2.07 RECOMMENDATION OF EMPLOYMENT
- 2.08 LENGTH OF TEACHER'S CONTRACT
- 2.09 HONOR OF CONTRACT RELEASING OF TEACHERS
- 2.10 DUTIES OF PRINCIPAL
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- 2.12 POLICY OF NO DISCRIMINATION
- 2.13 PATRON PROCEDURE TO BE LISTED ON AGENDA
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- 2.16 DRUG-FREE WORKPLACE POLICY
- 2.17 BALLPARK FEE
- 2.18 USE OF GYM
- 2.19 TEN DAY ATTENDANCE - ACTIVITIES REGULATION
- 2.20 MEETING POLICY
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- 2.27 OPEN RECORDS ACT POLICY
- 2.28 FAIR LABOR STANDARDS ACT POLICY
- 2.29 HAZARDOUS COMMUNICATION POLICY
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- 2.33 STAFF EVALUATION POLICY
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- 2.36 INVESTMENT RESOLUTION
- 2.37 SIGNATURE SHEET FOR POLICIES
- 2.38 EMPLOYEE CHECK LIST
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- 2.40 ASBESTOS NOTIFICATION LETTER TO PATRONS, EMPLOYEES--ANNUAL
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- 2.44 BLOOD BORNE PATHOGENS EXPOSURE CONTROL POLICY
- 2.45 CUSTODIAL AND NON CUSTODIAL PARENTAL RIGHTS
- 2.46 RELIGIOUS OBSERVANCES AND DISPLAYS
- 2.47 EXTENDED SCHOOL YEAR (ESY) POLICY
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- 2.49 PROFICIENCY BASED PROMOTION
- 2.50 DISABILITY ACCOMMODATIONS

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- 2.51 RESIDENCY OF STUDENTS
- 2.52 INTERNET, USAGE, TERMS AND CONDITIONS
- 2.53 DRUG FREE SCHOOL ZONE
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- 2.55 GIFTED AND TALENTED
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- 2.66 IEDA COMPLAINT PROCEDURE
- 2.67 INTERNET BASED INSTRUCTION POLICY
- 2.68 PARENTAL REQUEST FOR RETENTION
- 2.69 DISPOSAL OF SURPLUS PROPERTY
- 2.70 DIRECT DEPOSIT POLICY

We, the members of the Board of Education, realizing that the primary aim or purpose of this body is for the providing of educational facilities and opportunities for the children of the Stonewall School District, do hereby accept this responsibility and adopt the following rules, regulations and policies for the general welfare and promotion of educational opportunities for this school and community.

Code Of Ethics:

Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential.

Strive to improve boardsmanship by studying educational issues and participating in board training opportunities.

Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the board of education and through legal and ethical procedures.

Formulate legislative goals, policies and strategic plans for the district, delegating to administrators the administrative functions of the school.

Recognize that I, as an individual board member, have no legal authority outside the meeting of the board and will take no private action that will compromise the board or administration.

Refrain from local board actions locally that would substantially interfere with or injure the program of education elsewhere

Make every effort to be prepared, punctual, and in attendance at every board meeting.

Respect the confidentiality of privileged information and refrain from disclosing the information that may be injurious to individuals or the school.

Encourage the free expression of opinion by all board members and staff, seeking systematic communications between board members and the public inside and outside the school district.

Be committed to promoting a cooperative atmosphere in order for the board to effectively serve the students.

Recognize and reward excellence in student achievement, teacher performance and administrative leadership.

Refrain from using my board position for personal or partisan gain.

The first function of the Board of Education after the annual election and all members are duly qualified, is to organize by election a President, Clerk and Vice-President. The Superintendent will be the Chief Executive Officer of the Board as prescribed by law.

The Board of Education is a five member board and no official action or commitment will be made or considered by any individual member of the board. All requests, if deemed worthy, will be brought before the entire board when in regular session and decisions rendered.

2.04 DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall have general control of all school accounts that are handled through local treasurer, but may delegate to the superintendent the responsibility of preparing all claims and warrants for Board approval and the keeping of these records in his office. These records will be available to any member of the Board at all times.

The President of the Board will conduct all meetings of the Board when present. If absent, the Vice-President will conduct the meeting. The president will call special meetings when necessary or when requested to do so by the superintendent, or a majority of the Board Members. The regular meeting date is to be the first Monday night of each month.

2.06 SELECTION OF SUPERINTENDENT AND POLICIES

The Board of Education will select a superintendent of schools who will serve as the chief executive officer of the Board. The members of the Board of Education, working with the superintendent, will adopt policies and regulations and the superintendent will have the responsibility of seeing that these policies and regulations are executed. The superintendent shall have the duty of making principals, teachers and other employees acquainted with these policies and regulations and to make copies available to those needing them.

The superintendent shall recommend to the Board of Education the employment or dismissal of all school employees. He shall assign the principals, teachers and employees to their respective duties and places in the system. He shall have general supervision over all employees of the Board, delegating authority to principals and other where necessary. He shall approve all requisitions, with the provision that no purchases shall be made without his approval.

2.08 LENGTH OF TEACHERS CONTRACTS

The Board will contract with each teacher for 10 months provided by law and in special cases for 11 or 12 months as the need may require. A ten month contract will be considered to amount to 180 day of employment, 175 day of which is taught, 5 days to be used for teachers meetings or other professional meetings and duty before or after school begins, as the administration may require.

2.09 HONOR OF CONTRACT-RELEASING OF TEACHERS

It shall be the policy of the board of education to expect all teachers to honor a contract once it is signed, and in fairness to the students of this school district, no teacher will be released unless a suitable replacement is obtained.

The principals shall organize and conduct their schools in accordance with the policies of the Board as outlined by the superintendent. They shall have the authority and responsibilities of assigning all general and specific duties to the teachers of their schools, subject to the approval of the superintendent. This will include buildings, ground duties, extra-class activities, organizations, hall duties, lunch, clubs, etc.

2.11 ADDITIONAL DUTIES OF THE PRINCIPAL

The principal are responsible for keeping of all pupil accounting, school records and the making of such reports as are requested by the superintendent. They may delegate to teachers the responsibility of making or keeping daily reports of absences, etc.

2.12 POLICY OF NO DISCRIMINATION

There will be no discrimination in the Stonewall Public Schools, because of sex, race, creed, color, social status, or religion. All students will receive the same personal treatment and school educational opportunities.

Procedure for a patron to get on the Board of Education agenda to visit with the board at a board meeting:

1. Contact the superintendent of schools, who is the executive officer of the board in one of the following manners:
 - A. In Writing, requesting to be placed on the agenda, stating purpose.
 - B. In person, requesting placement on the agenda, stating purpose.
 - C. By telephone, requesting to be placed on the agenda to meet with the Board of Education, stating purpose.

The regular meeting date for the Stonewall Board of Education is the first Monday of each month with the time varying from summer to winter; the regular meeting place is the superintendent and Board of Education office. (Only matters appearing specifically on the agenda may be discussed at a reconvened or special meeting. Open Meeting Act)

ADOPTED BY THE STONEWALL BOARD OF EDUCATION IN REGULAR SESSION,
JULY 5, 1977.

The Board of Education encourages professionalism and one of the ways in which growth occurs is through visits to other school sites, attendance at professional meetings, etc. A small allocation has been made in the budget to cover a part of the expense involved in such trips.

The following procedures have been established for requesting, approving, and reimbursing for travel:

1. No travel allowance or reimbursement will be made until after the trip has been made.
2. All travel will be requested in advance from the principal on a REQUEST TO TRAVEL AT STONEWALL SCHOOL EXPENSE FORM. In most cases travel should be requested at least two weeks before the expected trip.
3. Travel requests will first be submitted to building principals for recommendation. The principal who will make the necessary arrangements for the teacher to be released from their responsibility and return the approved form to the person requesting travel approval.
4. The superintendent will approve the travel request and return a copy to the principal who will make the necessary arrangements for the teacher to be released from their responsibility and return the approved form to the person requesting travel approval.
5. After the trip is made, the teacher will submit the actual amount of travel costs to the superintendent's secretary on the approved travel request form.

EXPENSES WILL BE REIMBURSED UP TO A MAXIMUM AS SHOWN:

- A. Airline travel coach fair on regularly scheduled airlines (submit copy of ticket).
- B. Ground travel as required to and from the airport and to required meetings. (submit receipts from carrier).
- C. Automobile travel at approved IRS rate.
- D. Conference registration (submit receipt from conference)
- E. Hotel (submit copy of bill).

Actual cost at hotel where conference is held will be reimbursed if participant stays at that hotel. If another hotel is selected a maximum to be reimbursed will be \$30.00 per day in-state and \$50.00 per day out-of-state. In Oklahoma and Tulsa counties, reimbursement will be made to a maximum of \$30.00 if participant does not stay at the conference hotel. In high cost areas, out-of-state, a maximum of \$50.00 will be reimbursed if the participant does not stay at the conference hotel. In room movies and alcoholic beverages, will not be reimbursed, and only communications related to Stonewall Schools will be reimbursed.

- F. Meals shall be reimbursed on a per-diem basis of \$25.00 per day in-state and \$26.00 per day out-of-state. If meal expenses exceed this amount then signed itemized receipts shall be required for reimbursement. An employee or board member isn't required to stay overnight for reimbursement.
- G. Other (receipts required) parking and other special expenses not otherwise stated.
- H. Attendance at OEA-NEA Conventions is not covered.
- I. There will be no reimbursement for alcoholic beverages.

REQUEST TO TRAVEL AT STONEWALL SCHOOL EXPENSE

NAME _____

DATE _____

DESTINATION _____

PURPOSE _____

DATE(S) _____

ESTIMATED AMOUNT

COMPLETE AFTER TRIP
ACTUAL AMOUNT

DISTANCE _____ x _____ per mile= _____
(round trip from Stonewall School)

MEALS (Per Diem or signed itemized receipt) _____

HOTEL COST _____

REGISTRATION FEE _____

AIRLINE TICKET _____

LOCAL TRAVEL (specify) _____

OTHER (specify) _____

TOTAL _____

(Expense beyond those in the estimate must be approved by the superintendent before payment will be made.)

____ I recommend approval of this trip and _____ the school pay for a substitute
____ the teacher pay for a substitute

____ I do not recommend this trip

PRINCIPAL

DATE

Approved by:

SUPERINTENDENT

DATE

Principal returned sheet to teacher

DATE

I certify the meeting listed was attended and costs that are shown are an accurate representation of my expenses.

Person traveling (complete after trip)

DATE

*Receipts must be attached to this sheet when reimbursement is requested.

Public Law 100-690
Title V, Subtitle D
Drug-Free Workplace Act of 1988

Stonewall Public School certifies that it will provide drug-free workplace by notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited.

1. Stonewall Public School shall establish a drug-free awareness program to inform employees:
 - a. The dangers of drug abuse in the workplace.
 - b. The school's policy of maintaining a drug-Free workplace is very important to education.
 - c. The school will try to obtain help for drug counseling, rehabilitation, and employee assistance through the Pontotoc County Health Services, D.H.S., Southern Oklahoma Mental Health Service, or other state agencies for its employees should a need arise and the employee request the school's assistance.
 - d. Employees shall not expect any privacy in the school workplace or in any residences owned by the school or in any school-owned vehicles, buildings, etc.; the above mentioned areas (items) may be searched at anytime for any, or no reason by school authorities.
 - e. Any employee using any form of drugs (other than prescription obtained through doctor's orders specifically for that employee's use) shall be dismissed from the employ of Stonewall Public Schools.
2. Stonewall Public Schools assures the United States Federal Government the following:
 - a. Each employee employed with federal funds shall be given a copy of this policy.
 - b. As a condition of employment, the employee shall abide by the policy.
 - c. Notify the school superintendent of any criminal drug statute conviction for violation occurring in the working place no later than five days after such conviction.

- d. Stonewall Public Schools shall notify within 10 days the agency funding a grant after receiving notice as in (2) (c).
3. Stonewall Schools shall, within 30 days of receiving notice under (2) (c) take one of the following actions:
 - a. Appropriate personnel action up to an including termination.
 - b. Requiring employee to participate satisfactorily in approved drug abuse assistance or rehabilitation programs.

Stonewall Public Schools shall make a good faith effort to maintain a drug-free workplace through implementation of the above policy. All grants shall be performed at Ninth and Highschool Streets, Stonewall, Pontotoc County Oklahoma, 73871.

Policy approved by the Stonewall Board of Education, May 1, 1989

2.17

BALLPARK FEE

A \$100 per day fee, paid in advance, will be assessed for adult softball, baseball, etc. games, tournaments, or practice for use of the ballpark.

The gym will not be available for use other than regularly scheduled games, pep assemblies, etc. or school sponsored groups that have sponsors, teachers, or coaches present unless approved by the Board of Education. Such coach, sponsor, or teacher shall be responsible for securing all doors, windows, etc. and locking the gym after use. All lights, fixtures, stools, urinals, etc. shall be turned off. All door dead-bolts, locks, etc. shall be locked and exit shall be through the North double doors and chain secured around door handles.

2.19 TEN DAY ATTENDANCE-ACTIVITIES REGULATIONS

Through the adoption of the attendance-activities regulations September 27, 1984, it is the intent of the State Board of Education that the superintendent and local board of Education annually review the scheduling of activities so that minimal interruptions occur in the instructional program of the child. The maximum number of absences for activities, whether sponsored by the school or an outside agency or organization, which removes the student from the classroom shall be ten (10) for any one class-period of each school year.

GENERAL INFORMATION/ACTIVITIES REGULATIONS

1. If a student misses fifteen (15) or more minutes of any class period for activities, this period shall be recorded.
2. In the event that a student reaches a maximum of ten (10) absences for any one period due to activities, that student may not participate in any activity that would cause that student to miss the eleventh (11) period.
3. Each activity sponsor shall by May 15th, record in the office of the High School Principal, all activities for the coming year which shall require a student to miss any school time.
4. Each building principal shall keep additional attendance records as to adequately keep the absences of each student by period.
5. Activities absences shall be kept separately and not recorded in the daily attendance register.
6. Activity sponsors shall not take any student on any activity trip who has exceeded ten (10) days for any one class period.

INTERNAL ACTIVITIES REVIEW COMMITTEE

1. The Internal Review Committee shall be appointed by the Board of Education to review this policy, rules and regulations. Their recommendations shall be presented to the Board of Education at the June meeting.
2. The IARC shall hear cases of extreme hardship or emergencies and make recommendations to the Board of Education.
 - (a) All requests shall be made in writing on the prescribed form with all information completed.
 - (b) A student must maintain a 2.5 average for the current school year before the request will be reviewed.
 - (c) All recommendations of the committee shall be approved or denied by the Board of Education before the activity absence shall occur. In the event that a board meeting shall not be available, the Superintendent shall make the decision and report to the Board of Education at the next meeting.
4. IARC members are appointed for a period of one (1) year.
5. The IARC shall be composed of a representative of each approved organization in the school plus principals.
6. The decision of the Board of Education shall be final.

ACTIVITIES EXEMPT UNDER THIS POLICY

- (A) Educational assemblies
- (B) College visits. Regulated by site principal (limited to no more than 1 day absence per student per year).
- (C) Serving as a Page in the Legislature or Congress.
- (D) Qualifying activities for district, area, regional and state activities and contests.
- (E) Scholastic meets at ECU, Murray, SOSU, and FFA Interscholastic.
- (F) Tulsa or Oklahoma City State Fair (choose one).
- (G) National and State FFA, FBLA Conventions.
- (H) Student-administrator meeting.

ACTIVITIES COVERED UNDER POLICY

Basketball
Baseball
Softball
Annual class activities, parties
Class Trips
Field Trips
Science Fair, FFA Activities, meetings, etc.
School Activity approves by principals
4-H
Class Activities, Meetings, etc.
Class Meetings
Yearbook
Cheerleaders, etc.

Any outside agency or organizational activities which comply with the constitution of the OSSAA.

All school sponsored activities not listed above.

PROCEDURES FOR FILING COMPLAINTS

- (a) A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level, the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the name (s) of the student (s), date (s), and class (es) missed which exceed regulation.
- (b) The monitoring team shall submit a written report to the superintendent and local board of education within ten (10) days of the on-site visit.

Approved December 3, 1984, Stonewall Board of Education

2.20

MEETING POLICY

All meetings shall be held before or after school: Class meetings, activities, etc., FFA meetings, Sr. 4-H meetings, Student Council, FCA meetings and all meetings not mentioned.

2.21 DESIGNATED SMOKING AREA

All buildings in the Stonewall School shall be designated as No Smoking areas and smoking will be allowed in designated smoking areas only.

2.22 OVER-AGE TUITION STUDENT APPLICANT POLICY

Those who are over school age may be permitted to enroll and attend school only upon prior approval for the Superintendent. In determining whether to permit such individuals to attend school, the Superintendent shall consider:

1. Whether admission of the student would have an adverse effect upon the educational benefits students currently attending school receive.
2. Whether the admission of the student would cause class size to increase beyond state requirements or would burden existing school facilities.
3. Any prior educational record of that student, such as his or her consistency in school attendance, grades, discipline records, etc., to determine whether the individual has shown such a commitment to receiving an education as to be a benefit to the school district if admitted.
4. Any criminal records of over-age students that would have an adverse impact upon students, employees, and the school system; and,
5. Any other factors which the Superintendent in his or her discretion determines is relevant to the admission request.

This policy shall not prohibit the discretion of the Board in determining no over-age students will be permitted to attend school in the district.

Any applicant denied admission may appeal the Superintendent's decision to the Board of Education, whose decision shall be final.

If admission is permitted, that individual shall not be permitted to attend school until there has been paid in advance a semester tuition fee equal to the per capita cost of education for a similar period in the school district during the preceding year. That tuition amount shall be determined by the Superintendent.

Approved by the Board of Education on October 7, 1985.

2.23 REDUCTION-IN-FORCE POLICY

In the event of a need to reduce the number of certified employees because of any or all of the following reasons:

1. Existing or projected decreases in school revenue;
2. Existing or projected decreases in student enrollment;
3. Existing or Projected changes in educational programs or curriculum; or,
4. Other good or just causes.

Such reduction will be achieved by resorting to the normal attrition of teachers and keeping in mind that because the school exists for the student and the main obligation of the Stonewall Board of Education is to provide the best Education possible and not to provide employment, the Board will, through procedures carried out by the administration, determine which teachers can best serve the needs of the students.

When a determination has been made to reduce the number of certified employees the following guidelines will apply:

1. The position will be determining factor for what will be eliminated and not the teachers who occupy this position.
2. Non-tenured teacher holding eliminated positions will be released before tenured teachers are released. Non-tenured teachers will be retained, however, when a tenured teacher is terminated, only when a tenured teacher does not hold a standard certification to teach the position for which the non-tenured teacher is retained.
3. Tenured teachers holding eliminated positions will be placed in another teaching area in which they have standard certification, providing the areas in which they are so certified are held by non-tenured teachers, that non-tenured teacher will then be released.
4. If a tenured teacher is qualified for standard certification in a position held by a non-tenured teacher but does not have such a certificate then such tenured teacher must qualify for certification by April 1st or 15 days after being informed by the administration that a non-tenured teacher will be retained unless the tenured teacher acquires such certification, which ever date is later being the deadline date for certification. A teacher not acquiring such certification with the State Department of Education must be made through the administrative office of the district.

5. If there is only one tenured teacher in a position being eliminated and that tenured teacher does not hold standard certification for a position held by a non-tenured but is only certified for position filled by other tenured teachers then that tenured teacher whose position has been eliminated will be terminated.
6. If there is more than one tenured teacher in the position that is being reduced, the following criteria, in this order will be used in deciding who will be terminated:
 - A. Job performance: Teachers with superior job performance to that of the other teachers in the eliminated position will be retained over those teachers without as high of job performance. Such performance will be based upon recommendations of the appropriate principal (s) and superintendent;
 - B. If job performance is equal then teachers teaching full-time in the eliminated position will be retained over teachers teaching part-time in the eliminated position (s);
 - C. If (A), (B), and (C) are equal then those teachers with greater versatility will be retained over teachers without versatility as measured by areas of standard certification, grade levels, and subject areas taught, and involvement in extra-curricular activities.
 - D. If (A) and (B) are equal then those teachers will be retained who have greater length of service in the Stonewall School District. Teachers having the lesser longevity with the district based upon continuous, uninterrupted, full-time contractual employment will be terminated. Longevity will be computed by starting with the date the employee first reported to work in the chain of continuous, uninterrupted, employment with the district;
 - E. If (A), (B), (C), and (D) are equal then a teacher with a Doctor's degree will be retained over a teacher with a Master's degree and a teacher with a Master's degree will be retained over a teacher with a Bachelor's degree.
 - F. If all of the above are equal, selection will be made by lot.
7. If there is more than one non-tenured teacher in the position being reduced then the criteria in (6) above will be used to determine which teacher (s) will be terminated.
8. Recognizing the importance of having qualified personnel to conduct extra-curricular programs and in the best interest of students in those programs the Stonewall Board of Education reserves the right to retain teachers or employ new teachers regardless of the factors used above in determining which teacher (s) to reduce for the following extra duty assignments.

9. The Stonewall Board of Education reserves the right to retain teachers regardless of the other criteria named above when there is a need for teachers to take extra-duty assignments if no other teacher with necessary qualifications and experience is available to take the needed extra-duty assignments.
- 10 The Stonewall Board of Education reserves the right to select and employ all administrators regardless of factors listed above in determining which employees are to be reduced.

APPROVED BY THE STONEWALL BOARD OF EDUCATION-APRIL 6, 1987

S) Ernest G. McDonald, President S) Doyle Sanders, Member
S) Robert Rutherford, Vice-President S) Roy W. Sliger, Member
S) Jesse G. Denslow, Clerk

2.24 PERSONAL BUSINESS LEAVE POLICY

The Stonewall School District shall provide for all teachers a minimum of three (3) days for personal business leave, upon the request of the teacher. Such leave shall be limited to personal business matters that cannot be conducted after school hours or on the weekend.

Requests for personal leave shall be made in writing and in advance when possible; if not possible, then the written request should be filed within one day after returning to work. This notice shall include a signed statement that the day was not used for personal entertainment, recreation, gainful employment, or seek another position. The request will be made to the principal and approved by he/she and the superintendent of schools.

The types of situations that qualify for personal business leave are:

- A. Family illness other than immediate family.
- B. Emergency business transactions:
 - (1) Loan-closing
 - (2) Other banking matters
 - (3) IRS reviews
 - (4) Etc.
- C. Legal matters:
 - (1) Meetings with attorney for personal, spouse, or children's business
 - (2) Court appearances
 - (3) Settling of estates
- D. Miscellaneous:
 - (1) Attend business convention with spouse
 - (2) Military obligations
 - (3) Attendance at a school activity if son or daughter is participating
- E. Others approved by principals

The following are examples of types of absences that will NOT be approved for personal business leave:

- a. Pleasure trips
- b. Attending school activities or sporting events when son or daughter is not competing
- c. Seeking other employment
- d. To participate in political or social activities
- e. To perform service for compensation
- f. Others disapproved by principals

In the event personal business leave is approved, salary deductions for such leave shall not exceed the salary level for substitute teachers.

ADOPTED BY THE STONEWALL BOARD OF EDUCATION - FEBRUARY 15, 1983

STONEWALL PUBLIC SCHOOLS
PERSONAL BUSINESS LEAVE FORM

_____ requests personal leave from his/her assignment for
the following day or days (not to exceed three (3)) _____.
Name Dates

Reason _____

The above date/dates will be used in full compliance with the Stonewall Personal Business Leave Policy, as adopted by the Stonewall Board of Education.

_____ Date _____ Signature

Approved Denied _____ By _____ Date

(One Copy to Teacher; One Copy to Superintendent Personal Leave File; Payroll Secretary)

2.24-A SUPPORT PERSONNEL PERSONAL BUSINESS LEAVE POLICY

The Stonewall School District shall provide for all teachers a minimum of three (3) days for personal business leave, upon the request of the teacher. Such leave shall be limited to personal business matters that cannot be conducted after school hours or on the weekend.

Requests for personal leave shall be made in writing and in advance when possible; if not possible, then the written request should be filed within one day after returning to work. This notice shall include a signed statement that the day was not used for personal entertainment, recreation, gainful employment, or seek another position. The request will be made to the Superintendent and approved by the Superintendent of schools.

The types of situations that qualify for personal business leave are:

- A. Family illness other than immediate family.
- B. Emergency business transactions:
 - (1) Loan-closing
 - (2) Other banking matters
 - (3) IRS reviews
 - (4) Etc.
- C. Legal matters:
 - (1) Meetings with attorney for personal, spouse, or children's business
 - (2) Court appearances
 - (3) Settling of estates
- D. Miscellaneous:
 - (1) Attend business convention with spouse
 - (2) Military obligations
 - (3) Attendance at a school activity if son or daughter is participating
- E. Others approved by principals

The following are examples of types of absences that will NOT be approved for personal business leave:

- a. Pleasure trips
- b. Attending school activities or sporting events when son or daughter is not competing
- c. Seeking other employment
- d. To participate in political or social activities
- e. To perform service for compensation
- f. Others disapproved by principals

In the event personal business leave is approved, salary deductions for such leave shall not exceed the salary level for the employee.

ADOPTED BY THE STONEWALL BOARD OF EDUCATION - August 5, 1983

2.24-B SUPPORT PERSONNEL PERSONAL BUSINESS LEAVE FORM

_____ requests personal leave from his/her assignment for the
Name
following day or days (not to exceed three (3) days)_____.
Date

Reason _____

The above date/dates will be used in full compliance with the Stonewall personal business policy,
as adopted by the Stonewall Board of Education.

_____ Date _____ Signature

[] Approved [] Denied _____ By _____ Date

(One Copy to Employee; Superintendent Personal Leave File; Payroll Secretary)

ADOPTED BY THE STONEWALL BOARD OF EDUCATION AUGUST 5, 1991

Stonewall public schools hereby adopts and will implement a drug prevention program for all its students and employees that, at a minimum, includes age-appropriate, developmentally based drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all student in grades K-12.

Stonewall Public School shall issue a statement to all students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It shall be required that all parents and students be given a copy of the standard of conduct, the statement of disciplinary sanctions, and that the standards of conduct is mandatory of all students.

A biennial review of the school shall determine its effectiveness and implement changes to the program if needed and ensure that disciplinary sanctions are consistently enforced for students and employees.

Adopted August 6, 1990 in regular session by the Stonewall Board of Education and recorded in the minutes.

STONEWALL PUBLIC SCHOOLS
GRIEVANCE PROCEDURES
FOR
FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS
(Students, Applicants, Employees)

Policies that are included with these Grievance Procedures are issues regarding:

*Title VI (race) of the Civil Rights Act of 1964,
Title IX (sex/gender) of the Education Amendments of 1972,
Section 504 of the Rehabilitation Act of 1973,
Title II of the Americans with Disabilities Act of 1990, and
Other state and federal laws addressing equal educational opportunity*

I. Definitions

- A. Discrimination Complaint — A written complaint alleging any policy, procedure or practice that discriminates on the basis of race, color, national origin, sex/gender or disability.
- B. Student Grievant — A student of Stonewall Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex/gender or disability.
- C. Employee Grievant — An employee of Stonewall Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex/gender, age, disability, or veteran status.
- D. Applicant Grievant (under ADA) — An applicant for employment of Stonewall Public Schools or applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, sex/gender, age, disability or veteran status.
- E. Title VI (if applicable), Title IX, Section 504, and ADA Coordinator — The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The compliance coordinator is responsible for processing complaints and services as moderator and recorder during hearings.
- F. Respondent — The person alleged to be responsible for the violation alleged 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.
- G. Day — Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. Pre-Filing Procedures

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

III. Filing and Processing Discrimination Complaints

- A. Grievant submits written complaint to compliance coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in school offices.

- B. Compliance Coordinator notifies respondent within 10 days and asks respondent to:
 - 1. Confirm or deny facts;
 - 2. Indicate acceptance or rejection of student's, employee's, or applicant's requested action; or
 - 3. Outline alternatives.
- C. Respondent submits answer within 10 days to compliance coordinator.
- D. Within 10 days after receiving respondent's answer, the compliance coordinator refers the written complaint and respondent's answer to the Principal. The compliance coordinator also schedules a hearing with the grievant, the respondent, and the Principal.
- E. Principal, Grievant, Respondent, and Compliance Coordinator conduct the hearing.
- F. Principal issues within 10 days after the hearing a written decision to the student, employee, or applicant, and the compliance coordinator.
- G. If the grievant or respondent is not satisfied with the decision, they must notify the compliance coordinator within 10 days and request a hearing with the superintendent.
- H. Compliance Coordinator schedules, within 10 days of request, a hearing with the grievant, respondent, and superintendent.
- I. Superintendent, Grievant, Respondent, and Compliance Coordinator conduct hearing.
- J. Superintendent issues a decision within 10 days following the hearing.
- K. If the grievant or respondent is not satisfied with the decision, they must notify the compliance coordinator within 10 days and request a hearing with the governing board.
- L. Compliance Coordinator notifies the governing board within 10 days after receiving request. Compliance coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.
- M. Governing Board or Hearing Panel established by the board, Grievant, and Compliance Coordinator conducts hearing.
- N. The Governing Board issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to regulations: The Stonewall School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex/gender, age, qualified disability, or veteran status upon request.
- C. Confidentiality of records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

COMMITTEES FOR TITLE IX 2003-2004

STEP I

Roy Campbell _____ Chairman
Brian Armstrong _____ Secondary Principal

STEP II

Roy Campbell _____ Chairman
Brian Armstrong _____ Secondary Principal
Shonda Denson _____ High School Teacher
Daniel Murray _____ Junior High Teacher
Larry Rayburn _____ Elementary Teacher

STEP III

Floyd Gibson _____ Superintendent of Schools
Donnie James _____ President Board of Education
Charlie Hall _____ Vice-President Board of Education
Frank Patton _____ Clerk Board of Education
Tim Hall _____ Member Board of Education
Mike Welch _____ Member Board of Education

STEP IV

Participants not satisfied with the outcome of their grievance hearing, may file an official allegation charge to:

Director
Office of Civil Rights, Region VI
Department of Health, Education, & Welfare
Regional Office--214/655-3005
1114 Commerce Street
Dallas, Texas 75202

2.27 STONEWALL PUBLIC SCHOOLS OPEN RECORDS ACT POLICY

Section A.

OPEN RECORDS ACT (51 Okla. State Sec. 24A.1)

- I. All records of stonewall school shall be open for inspection, copying and/or mechanical reproduction during regular business hours under the following conditions and with the stated exceptions within the Act and this policy.

1. RECORDS COVERED

The records covered by the act include, but are not limited to:

Any book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control or possession of members of the Board of Education and school district employees.

2. MAINTENANCE OF RECORDS

- A. Stonewall School has a specific duty to keep and maintain records of the receipt and expenditure of any public funds. 70 O.S. Sec. 5-122 permits the destruction of financial records after they have been maintained by the school district for five years.
- B. Stonewall School shall keep records open for inspection, copying and/or mechanical reproduction during regular business hours, size (8 1/2 x 11 or 14 only).
- C. Stonewall School shall provide "prompt" reasonable access to its records. Only authorized school employees shall have the right or responsibility of retrieving information from school files and/ or storage. Individuals requesting access to records shall complete a form specifying the exact information desired. such form shall contain a schedule of fees for copying documents and conducting a search of records. After the requested records are retrieved, the individual requesting to review material shall then specify in writing any documents that he desires to have copied. At that time, a total cost of search and copying shall be established by the authorized school employee. Payment shall be made prior to receiving the material requested. All payments shall be receipted for according to Board policy.
- D. Only the principal in each school shall have the authority to release that schools's records only for inspection, copying or reproduction. No original school records shall be removed from any building by any individual other than the authorized school employee. If the principal cannot determine if a record is eligible; for release, to be removed or copied, the superintendent shall make the final decision on its eligibility. The superintendent only shall be authorized to release records for that office.

Authorized individuals shall be available in each of the schools; Elementary and High School from 8:30 a.m. until 3:15 p.m. on days school is in session. Authorized individuals shall be available in the Superintendent's Office from 8:30 a.m. until 4:00 p.m. on regular workdays. No offices shall be responsible for providing access to records during the lunch period for that school or office.

Because all principals may teach, "promptness" in providing records shall mean anytime within the 24 hour period following the written request for records. "Promptness" shall be defined as a 24 hour period for the records normally accessed through the Superintendent's Office. In most cases, records which are "current" (i.e., in the active file) will be made available immediately upon written request. Documents that must be retrieved for outside storage may require up to 48 hours or more to be made available.

3. STONEWALL SCHOOL RECORDS THAT ARE EXEMPT FORM THE ACT

A. Confidential personnel records: Schools may keep personnel records confidential which:

- a. relate to internal personnel investigation including examination and selection material for employment hiring, appointment, promotion, demotion, discipline, or resignation or
- b. would, if disclosed to the public, be clearly unwarranted invasion of personal privacy such as employee evaluation, payroll deductions, employment applications submitted by persons not hired by the district.

B. Employment applications: The application of a person not hired is not open to inspection, but all personnel records not specifically falling within the above noted confidential records exclusion shall be open to the public, including an employment application of a person who becomes a school employee.

C. Bidding documents: Records can be barred from public inspection when disclosure would give an unfair advantage to competitors. Documents which may be closed include:

- a. Bid specifications prior to publication;
- b. Contents of sealed bids prior to being opened;
- c. Computer software or programs "but not data thereon," or
- d. Appraisals relating to the sale or acquisition of real property by a public body prior to the award of a contract.

D. Federal regulations: Records coming into school's possession from the federal government or records generated or gathered as a result of federal legislation shall be kept confidential to the extent required by federal law.

E. Complaints: Stonewall School may keep confidential personal communications received from a person exercising constitutional rights (the right to petition the government), except the fact that a communication was received and whether it was or was not a complaint must be disclosed. But any written response to this personal communication may be kept confidential

"only to the extent necessary to protect the identity of the person" making the communication to the school official.

F. Student-related materials:

- a. Individual student records;
- b. Teacher lesson plans, tests and other teaching materials; and
- c. Personal communications concerning individual students.

However, statistical information not identifying particular students and "directory information" must be opened for inspection. Note: Directory information must first be approved under the procedures of the Buckley amendment (the federal statute governing student records) and includes a student's;

- d.
 - (1) Name
 - (2) Address;
 - (3) Telephone number;
 - (4) Date of Birth;
 - (5) Major field of study;
 - (6) Participation in school activities and sports;
 - (7) Weight and height of athletic team members;
 - (8) Attendance dates;
 - (9) Awards received; and
 - (10) The most recent previous school attended.
- e. Because Stonewall School makes public directory information, it shall give public notice of the categories of information which it has designated as such information with respect to each student attending the school. Reasonable time will be allowed after such notice has been given for a parent to inform Stonewall School officials that any or all of the information designated should not be released without the parent's prior consent.

G. Preliminary Non-Budgetary Materials

Prior to taking action, making a recommendation or issuing a report, a Stonewall School official may keep confidential his or her notes, drafts, preliminary computations and materials other than budget requests which are prepared to aid memory or aid research leading to the adoption of a public policy or implementation of a public project.

4. RECORDS TO WHICH THE ACT DOES NOT APPLY

- A. Executive session materials: Any records of what transpired during executive session meetings is not subject to the new law.
- B. Attorney-client privileged materials and informer privileges: Materials concerning the attorney-client relationship and the identity of anyone informing the district of alleged school or employee wrongdoing are not to be maintained and provided for public review.
- C. Litigation or trial records: Materials not subject to "discovery" under state law are not covered.
- D. Effective September 1, 1994 addresses of current or past employees may not be released.

5. DOCUMENTS--PARTIALLY EXEMPT AND PARTIAL NON-EXEMPT

Any reasonably segregable portion of a record containing exempt material shall be provided after deletion of the exempt portions.

For Example, individual student grades, absences, etc., are exempt. A student attendance or grade register would be a public record because the names of the students on the left hand side of the page could be easily covered over, showing only grades and attendance records of unnamed students.

- 6. The act became effective November 1, 1985 and Stonewall School's policy at such time as it is approved by the Board of Education.

AMENDED AND APPROVED ON AUGUST 5, 1991.

AMENDED AND APPROVED AUGUST 1, 1994.

STONEWALL PUBLIC SCHOOL
OPEN RECORDS ACT

Parents of students in Stonewall School are notified that the Board of Education will comply with the requirements of the Oklahoma Open Records Act, (51 Okla. State Sec. 24 A.1). Students may be affected by the release of directory information which includes (1) name (2) address (3) telephone number (4) date and place of birth (5) major field of study (6) participation in school activities and sports (7) weight and height of athletic team members (8) attendance dates (9) awards received and (10) the most recent school attended. The Act does not allow the release of individual student records or personal communications concerning individual students. Statistical data which does not identify individual students must be released upon request.

We occasionally are requested to provide this information to colleges, technical training schools, athletic associations, Senators, Representatives, etc. Parents can prevent the release of any or all directory information for their child by notifying the principal of the child's school. The notification must be in writing and signed by the parent and must be repeated each school year. Forms are available in each principal's office. Questions will be answered by any principal or the superintendent by calling the school during office hours. A charge of .25 will be made for retrieval of records for review and an additional charge of .25 will be made for each page copied. Those requesting review of records are required to complete a request sheet with the specific items desired.

Parents desiring to limit the release of information on their child should mark the appropriate items, sign and return to the school;

Parent Stop Notice on Student Records

To the Principal of Stonewall_____

Do Not Release the Following Records For_____

During the School Year. (Name of Student)

(Items Checked Are Not to Be Released)

- 1. Name
- 2. Address
- 3. Telephone Number
- 4. Date And Place of Birth
- 5. Major Field of Study
- 6. Participation in School Activities And Sports
- 7. Weight And Height of Athletic Team Members
- 8. Attendance Dates
- 9. Awards Received
- 10. Most Recent School Attended

Date

Parent Signature

CHARGE FOR EACH COPY .25

EXEMPT

Transcripts
Evaluations
Payroll Deductions
Applications on File
Internal Personnel Investigation
Bidding Documents
Complaints
Student Related Materials
 A. Individual Student Records
 B. Teacher Lesson Plans, Tests, Grade Books
 C. Personal communications concerning individual students
 D. Attendance Registers
 E. OSSAA Eligibility Lists
 F. Registration info for student activities
 G. Driver ED Reports
 H. All Federal Programs Student Lists
 I. Lunch Application
 J. Addresses of Current and Past employees
Anticipation of litigation records and materials
Attorney-Client Privilege
Executive Session Interworkings

NON-EXEMPT

Employment Applications of Public Officials
Gross Salaries
Date of Employment, title or position, final disciplinary action resulting in loss of pay, suspension, demotion, or termination.
Board Minutes
FR-3
Quarterly Reports (Exempt list of employee deductions)
Estimate of Needs
Purchase Orders
Warrant Registers
Encumbrance Ledgers
Financial Reports
Audit Reports
Personnel Reports
Contracts
Teacher Certification

Form: REQUEST FOR COPY OF SCHOOL RECORDS

Anyone wanting a copy of school records must complete the following form:

Name _____

Address: _____

Phone number where you can be reached during school business hours: _____

Designation of copies sought should specifically describe those records so that the appropriate records can be located.

Records desired:

Date of Records:

1. _____

2. _____

3. _____

If more than one copy of each record is desired, please list the number of copies desired in the margin to the left of each record listed above.

The District has established charges for copying school records. The charge for the records you desire is \$ _____, which is to be paid to the District in advance.

If the District will not copy the material requested, the reasons are as follows: _____

Signature of person requesting copies: _____

Signature of District record custodian when copy charges or denial of making copy is completed above: _____

SOME COPYING, OR REFERRAL OF THE REQUEST FOR CONSIDERATION, MAY REQUIRE THAT THE DISTRICT REFRAIN FROM MAKING COPIES AT THIS TIME. YOU WILL BE NOTIFIED BY PHONE WITHIN ___ DAYS OF WHEN THE RECORDS ARE READY OR IF THE REQUEST IS DENIED.

2.28 FAIR LABOR STANDARDS ACT POLICY

Stonewall Public Schools will fully comply with the Fair Labor Standards Act, its regulations, and relevant court decisions. We will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of labor; we will cooperate with all State agencies and maintain compliance.

Stonewall Public Schools listed the following as exempt and non-exempt job classes of employees:

EXEMPT

Superintendent
Principals
Teachers
Counselors
Coaches
Vocational Teachers
Special Ed. Teachers
All other Certified Personnel
All Volunteers

NON-EXEMPT

Custodians
Maintenance
Cafeteria Workers
Bus Drivers
Repair Crews
Secretaries
Aides
Substitute Teachers

Stonewall Public Schools states that NO overtime will be allowed unless prior written approval is given by the Superintendent of Schools. (Written report shall be turned in by the employee to the superintendent.)

Stonewall Public Schools' workweek shall be Monday through Sunday for the Non-Exempt employees. Overtime must be paid on all hours over forty (40) worked by a non-exempt employee in the workweek. Compensatory time may be given to non-exempt employees under certain conditions. If any employee normally works 8:00 a.m. to 5:00 p.m. Monday through Friday (with one hour for lunch), he/she may be given time off from 1:00 p.m. to 5:00 p.m. for that workweek. This is referred to a workweek adjustment. If release time is not given within the workweek is carried over into the next week, time-and-a-half must be paid, or release time at time-and-a-half must be allowed (six hours release time for each four hours worked). The present minimum wage is \$5.15 per hour. Any authorized overtime worked shall be properly compensated as required by law, but overtime worked without prior authorization and/or in contravention of instruction given by their supervisor as to hours to be worked will not be compensated.

The following Individual Time Sheet and Overtime Authorization Form shall be used by Non-Exempt employees in complying with the FLSA:

STONEWALL PUBLIC SCHOOLS

OVERTIME AUTHORIZATION

NAME _____ DATE _____

JOB TO BE DONE _____

REASON FOR OVER TIME _____

FORM RETURNED _____
Date

Signature of Worker

SIGNATURE OF SUPERINTENDENT

RATE OF PAY _____
Regular

Overtime

INDIVIDUAL TIME SHEET
 RECORD OF HOURS WORKED DAILY
 FOR STONEWALL PUBLIC SCHOOL

For the month of:

20

Full Name of Employee:

Day of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Hours Worked*																															
Hours More or less than 8																															
Release Time																															

*Please write in the number of hours that you worked.

Did you have a work related injury this month? [] NO [] YES

Did you report it? [] YES [] NO

I certify that the above record of my hours worked is true and correct to the best of my knowledge and belief.

- _____ Custodian/Maintenance
- _____ Custodian
- _____ Cafeteria Worker
- _____ Bus Driver
- _____ Repair Crew
- _____ Secretary
- _____ Aide
- _____ Substitute Teacher

Employee: _____

Supervisor: _____

Payroll Clerk: _____

Rate of Pay _____

Number of overtime hours worked _____

STONEWALL PUBLIC SCHOOLS
HAZARDOUS COMMUNICATION POLICY

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Stonewall Public Schools Safety Policy Handbook

This guide to safety for the Stonewall Public Schools employees is written in compliance with the Occupational Safety and Health Act, 1985 (OSHA) and The Hazard Communication Law, 1986, and the Governmental Tort Claims Act of October, 1985.

The School administration shall meet with the school employees at the beginning of each school term for an in-service session on general operation and safety in the public school.

The following are board of education policies designed to establish safety guidelines regarding safe practices for pupils, staff, and visiting patrons.

The Chemical Information List, Material Safety Data Sheets (MSDS), Injuries and Illnesses File, and all Pertinent Safety records will be filed in the Superintendent's Office.

All employees of the Stonewall Public Schools are received a copy of this safety policy and have had, or will have, in-service training.

Administration of Safety Procedures at School

A. Bomb Threat:

In case of a bomb threat, the school buildings will be totally evacuated. The alarm will be the same as for the fire drill. Students will remain with their instructors and follow their directions; the civil and legal authorities will be notified and the building(s) checked by trained personnel.

No one person shall re-enter the building until cleared to do so by the authorities.

Teachers are to stay with their students and take a second head count after the building is evacuated.

B. Civil Preparedness:

The school cafeteria is an approved storm shelter. In case of a wind storm during school hours, students will be directed to this shelter until the storm subsides. ***In case of a civil defense directive: To evacuate the town proper-School busses and drivers will be dispatched immediately and we will follow the instructions of the civil defense authorities.

C. Fire Safety:

A fire alarm drill will be scheduled at regular interval. The fire alarm will be three short blasts of the bells; teachers will remain with their students and will not stop until 100 feet or more away from the buildings; teachers are to take a head count of students as they leave the classroom and a second count after evacuation of the building to make sure each student is accounted for; an evacuation plan will be posted in each classroom.

D. Responsibility of School Personnel for Pupils En-route to and from School:

All bus drivers are certified by the State Department of Education and have instruction in safe driving practices. Bus rider evacuation drills will be held at least on each semester of the school term.

E. Safety Responsibilities of School Employees:

1. Student Safety:

- a. Industrial Arts Shop- Students shall follow the instructor's rule book and be instructed to use eye protection when operating equipment.
- b. Art Education- Follow rules of instruction and wear eye protection when required by the project. Proper storage of paints and solvents are required in locked cabinets.

2. Science Education:

The following is a partial list of chemicals not recommended for use in public schools:

Carbon Tetrachloride
Potassium Chlorate
Hydrogen Peroxide (full strength)
Calcium Carbonate

Calcium Oxide (to be kept in an air-tight, waterproof container)
Ammonium Dichromate
Chlorine Gas
Mercuric Oxide

3. Disposal and handling of Hazardous Materials:
 - a. Contact State Health Department
 - b. Environmental Protection Agency
 - c. Teachers will instruct students in areas of safety in science lab and require students to wear eye protection.
 - d. Science teachers will keep all chemicals in a locked cabinet when not in supervised use.

F. Elementary School Safety:

Appropriate signs will be used to indicate danger areas (wet floors, etc.). Playground equipment will be maintained and safeguards taken to provide a safe and hazardous free environment. The playground supervisor will advise the principal of any potentially hazardous condition so it may be corrected. Safety procedures (fire, storm, use of equipment, etc.) shall be discussed with students at the beginning of each school year and reviewed periodically during the year. Safety procedures will be observed in Art and Science classes when working with paints, solvents, etc. Proper storage will be used. Accidents shall be reported to the teacher and principal and each case will be handled as needed.

Regular fire--tornado drills will be held at least twice each semester. An evacuation plan will be posted. The students and teachers of the building will help the custodian maintain a clean and safe well-cared-for building.

G. Secondary School Safety:

1. All accidents shall be reported to the building principal by the classroom teacher.
2. Custodians shall make sure that walkways and school building entrances are cleared of snow and ice before student arrival during inclement weather
3. Wet Floor signs will be placed on any floors being mopped by the custodians.
4. All hallways and exit doors will be kept clear of obstructions such as mop buckets, vacuum cleaners, etc.
5. Fire and Tornado drills will be conducted on an irregular basis. A building evacuation plan will be posted in each classroom.
6. Fire extinguishes are serviced regularly and placed near exits for easy access in case of fire.

H. Physical Education:

Instructors of physical education shall be certified teachers with training in first aid and

cardiovascular resuscitation. Physical education classes are not to be left unattended. Students will be instructed of the possible safety hazards of any particular sport.

I. Home Economics Education:

Students shall be made aware of possible hazards of cooking (hot pans, hot grease, etc.) using a micro-wave oven, and use of sewing machines. Students will be taught necessary safety precautions by the instructor.

J. Vocational Shops:

Each instructor shall instruct students at the beginning of each term in safety procedures for the class and warn students of safety hazards of operating power equipment such as saws, sanders, routers, and grinders. Welders will not be operated by students until given proper safety instructions.

K. Vocational Agriculture, CVET, and Auto Mechanics Classes:

Each project has its unique type of consideration regarding safety. The handling of livestock and/or chemicals requires that the instructor warn and instruct students of possible hazards and give rules for safe handling of livestock, equipment and/or chemicals.

L. Teacher training and Liability:

A survey conducted by Mr. Harvet Barrett of the Virginia Technical Institute revealed that the major areas resulting in judgements against the teachers and large settlements (in and out of court) that involves students were from teachers' failure to:

1. Explain basic safety procedures
2. Warn of possible dangers
3. Anticipate unsafe events
4. exercise reasonable care--examples: Provide labeling, and leaving class unsupervised.
5. Provide proper supervision to pupils in the selection and handling of hazardous materials.
6. See that pupils use safety equipment for example: Safety glasses, hard hats, etc.
7. Insist on the use of safety guards.
8. Use a supplemental safety textbooks or rulebook.

Any potential hazard to the health or safety of a student shall be explained to the student at the beginning of the term in the class having such potential. Example: Wear a hard hat while batting in baseball.

M. Science Lab:

Science lab chemicals may not be ordered until approved by the administration. The list of needs will be reviewed first by the best qualified chemistry teacher for the system and then presented to the administration for final approval.

If there is doubt about the stability or safety of a chemical in question, the Oklahoma State Fire Marshall's office is source of information for approved chemicals for use in state instructions.

All laboratory classes shall be properly vented. No equipment shall be used that is in improper working order.

N. Eye Protection:

Eye protection devices shall be:

1. Adequate protection against hazards for which they are designed.
2. Comfortable, fit snugly, not unduly interfere with movement and durable.
3. Capable of being disinfected and cleaned and in good repair.
4. Safety glasses must be worn in each vo-ag shop, industrial arts shop, welding shop, paint shop, science lab, or any class of this type that is in session.

O. Overall Policies for School Safety:

1. Classroom Supervision - Teachers are not to leave students unsupervised in the classroom, shop, gym or laboratory.
2. School Grounds - Noon or lunch time supervision shall be accomplished by assigned staff or faculty to supervise student's free movement during the lunch break.
3. Bus loading and unloading supervision shall be a team effort of bus drivers, teachers and administrators to provide for safe conditions for students.
4. All accidents shall be recorded and report given to the building principals.

P. Record Keeping - School Personnel:

1. Each instructor will establish a file, listing all the chemicals used in their particular classroom, lab, or shop. This list will be kept up-to-date. The instructor will retain a copy and turn in one copy to the central office file.
2. All accidents will be recorded and a full report made to the administration or building principal.

Q. Training and Testing:

Where classroom rules for safety are required, the instructor is responsible to train and test the students in safety procedures before operation of equipment or handling of chemicals.

R. Support Personnel Responsibility:

1. A list of the chemicals used will be made and one copy retained and one copy turned in to the central office.
2. A list of the chemicals not to be used should be placed on the custodian bulletin board. They are :
 - (a) Flammable liquids - those with a flash point below 100 degrees fahrenheit.
 - (b) Toxic - Corrosive chemicals:

Carbon Tetrachloride
Potassium Chloride
Hydrogen Peroxide (full Strength)
Calcium Carbonate
Calcium Oxide
Ammonium Dichromate
Chlorine Gas
Mercuric Oxide

(c) Other important items for custodians' bulletin boards:

- (1) List of new chemicals being introduced
- (2) Copy of New Material Data Sheets (MSDS) or where kept.
- (3) Emergency Telephone Numbers:
1-800-424-9300
Washington, D.C.
Chemical Emergency Control (have CSA# ready on chemical when placing call)
- (4) Name, address, and telephone number of chemical vendor or manufacturer.
- (5) General information pertaining to where certain pieces of equipment are kept.
- (6) Safety meetings and announcements.
 - (d) Keep all chemical supply rooms locked to prevent access by untrained personnel or students.
 - (e) A copy of the OSHA law should be placed on custodian's bulletin board.
 - (f) Report any safety violations and/or accidents to the administration.
 - (g) Train new employees.
 - (h) Keep records on chemicals used.
 - (i) Read label on container of all products before use.

S. Placards and Safety Precautions:

Signs for;

1. Wet floors and restroom closed for cleaning.
2. Label each doorway as to where it goes; example--Restroom, shops, storage, or microwave in use.
3. Electrical boxes (high voltage sign).
4. Welding shops - welder - high voltage sign.
5. Chemical storage, electrical/mechanical rooms (on admittance signs, chemical and electrical warning signs).
6. Custodian cleaning cart (chemical labeled).
7. Storage room (authorized personnel only).
8. Baseball Field area -- lights; switch box locked, high voltage signs.

9. High Voltage areas should be fenced off, or behind a locked door.
10. Showers - hot and cold water should be marked.
11. Chemical Storage rooms need definite storage instructions to indicate the way to store chemicals - custodians - or teachers follow guidelines or list of what is to be stored and where it is to be stored.
12. Out of Order signs - No machine is to be used that is in improper working order.
13. Wear Eye Protection Signs - All employees or students shall wear proper safety equipment while operating any machine. Eye protection or glasses are to be marked with the manufacturer's safety label which will be in accordance with the American National Standard and Occupational and Educational Eye and Face Protection Act.
14. Equipment operators with long hair are required to contain their hair in hats or hairnets.

T. Kitchen Employees:

The cooks' helpers, and dish washers are to be made aware of safety hazards in connection with their daily work schedule.

1. Be aware of possibility of slick floors when grease or soapy water is spilled. Those are to be cleaned up immediately to prevent possibility of injury.
2. Be aware of hot grease, extremely hot or boiling water, and the dangers in handling both.
3. Take care when operating power or electrical equipment, not to be standing on a wet surface. Check all electrical cords for worn or bad insulation.
4. Be aware of hazards when working with sharp tools, knives, or electric knives.
5. Have adequate materials available to handle hot pots and pans to avoid burns.
6. First Aid Kit, fire extinguisher, and eye wash must be located in close reach to kitchen and cafeteria employees.
7. The head cook is responsible to supervise other kitchen employees and make sure that they follow safety rules and that the work place is in order.

U. Employees Rights to Records:

1. A list of the chemicals not to be used should also be placed on the custodian bulletin board.
2. Employees and students have the right of access to written records. This act should be posted on the workers' bulletin board.
3. The employer has a one-day time limit to give the employee access and must provide a copy within 15 days.

V. Files Needed to comply with Recordkeeping:

1. Hazards or risks including the potential for fire, explosion, corrosion, and reactivity.
2. File made on: asbestos, MSDS, injuries from chemicals, chemical exposures, training programs on safety, registering the name and social security number of persons educated, pupil safety training programs registered the same way, pupil training programs on specified equipment, and the test results of each.

W. Crowd Control For Emergency:

1. Those persons responsible for student control or crowd control, will be the building principals and/or superintendent of schools. In the event of a drill or actual emergency, the above named persons or staff designated by them shall be responsible for crowd control.

STUDENT RECORDS POLICIES AND
PROCEDURES FOR THE STONEWALL SCHOOL DISTRICT

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INTRODUCTION

This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Stonewall School District is committed to implement the policy and follow the procedures.

The Board of Education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise his administrative resources to implement the policy as well as to deal with individuals who violate it.

In case a parent of a student, an eligible student, or a citizen of the Stonewall School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education and Welfare. The Address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202

The phone numbers is (202) 732-2058

DEFINITIONS

For the purpose of this policy, the Stonewall School District has used the following definitions of terms.

Student--any person who attends or has attended a program of instruction sponsored by the Board of Education of the Stonewall School District.

Eligible student--a student or former student who has reached age 18 or is attending a postsecondary school.

Parent--either natural parent of a student unless his or her rights under the FERPA have been removed by a court order, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education records--any record (in handwriting, print, tapes, film or other medium) maintained by the Stonewall School District, an employee of the district, or an agent of the district which is related to a student except:

1. A personal record kept by a school staff member which meets the following tests:
 - a. It was made a personal memory aid.
 - b. It is in the personal possession of the individual who made it.
 - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the Stonewall School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.
3. Alumni records which relate to the student after he or she no longer attends class provided by the Stonewall School District and the records do not relate to the person as a student.

ANNUAL NOTIFICATION

The district will send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year. The notice will include:

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Stonewall School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the Department of Health, Education, and Welfare if the Stonewall School District violates the FERPA.
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

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

- (1) The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosure of personally identifiable information contained in the student’s educational records except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of 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.

Upon request, the District discloses educational records without consent to officials of another school district which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

PROCEDURE TO INSPECT 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. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will 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. Parents or eligible students should submit to the student's school principal, a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be arranged (copies, at the exact location, or records brought to a single site).

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. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason such working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Stonewall School District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies or records.

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.

FEE FOR COPIES OF RECORDS

The Stonewall School District will not deny parents or eligible student any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the district reserves the right to make a charge for copies such as transcripts in forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student.
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the cost for search and retrieval. This fee will be from no cost to ten cents per page. (Actual copying cost less hardship factor.)

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided

to parents as a convenience will be form ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage if that is involved.

DIRECTORY INFORMATION

The Stonewall School District does not designate any information as "directory information" except information relating to athletic program information.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Stonewall School district will use the following criteria to determine who are school official. An official is:

1. A person duly elected to the school board.
2. A person certified by the state and appointed by the school board to an administrative or supervisory position.
3. A person certified by the stat and under contract to the school board and an instructor.
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute.
5. A person employed by or under contract to the school board to perform special task such as a secretary, a clerk, the school board attorney or auditor for the period of his or her performance as an employee contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board.
2. Perform a supervisory or instructional task directly related to the student's education.
3. Perform service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The Stonewall School 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 that the school superintendent or a person designated in writing by the superintendent may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a postsecondary school. The district will not further notify parents or eligible students prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district.
3. The parties who provide or may provide financial aid to a student to:
 - a. Establish the student's eligibility for the aid.
 - b. Determine the amount of financial aid.
 - c. Establish the conditions for the receipt of the financial aid.
 - d. Enforce the agreement between the provider and the receiver of financial aid.
4. If a state law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.
5. When the Stonewall School District has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction.

6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.
8. To comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents of the eligible student before making a disclosure under this provision.
9. If the disclosure is an item of directory information and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student.

The Stonewall School District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if.

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons.
2. The information is necessary and needed to meet the emergency.
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
4. Time is an important and limiting factor in dealing with the emergency.

Stonewall School District officials may release information from a student's education record if the student's parent or eligible student gives his prior written consent for the disclosure. The written consent must include at least:

1. A specification of the records to be released.
2. The reasons for the disclosure.
3. The person or organization or the class or organizations to whom the disclosure is to be made.
4. The parent or student's signature.
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the student may obtain a copy of any records disclosed under this provision.

The Stonewall School District will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

RECORDS OR REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The Stonewall School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the state, or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request.
2. The interest the person or agency had in the information.
3. The date the person or agency made the request.
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the Stonewall School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosure of directory information designated for that student.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

Parents of students 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. (NOTE: Under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is 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 school 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 change at several levels in the procedure.

First level decision--When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, 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 method and result must satisfy the requester.

If the custodian cannot change the record to requester's satisfaction or the record does not appear to be obviously incorrect, he will:

1. Provide the requester a copy of the questioned record at not cost.
2. Ask the requester to initiate a written request for the change, and
3. Follow the procedure for a second level decision.

Second level decision--The written request to correct a student's education record throughout the procedure at this level should specify the correction the requester wished 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:

1. Is inaccurate and why,
2. Is misleading and why, or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (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 will effect the change and notify the requester in writing that he 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 will make a written summary of any discussions with other officials and of his findings in the matter. He will transmit this summary and a copy of the written request to the school superintendent.

Third level decision--The school superintendent 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 school board (in executive session). He 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 will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is correct he will prepare a letter to the requester which will include:

1. The school district's decision, 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 an official he designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (the District will not be bound by the requesters positions on these items but will, so far as possible, arrange the hearing as the requester wishes).
4. Advice 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 wishes concerning the hearing officer and the time and place for the hearing, the superintendent 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 school superintendent 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 school superintendent 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 may over-rule the hearing officer if he believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent 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 will prepare a written notice to the requester which will include:

- a. The school district's decision that the record is correct and will not be changed.
- b. A copy of summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision.
- c. Advice to the requester that he or she may place in the student's education record an explanatory statement which states the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Final administration step in the procedure--When the Stonewall School 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 is disclosed, the explanatory statement will also be disclosed.

ADOPTION

The Board of Education of the Stonewall School District adopted this student records policy at its December 1987 meeting and thereby directs and authorizes the appropriate school officials to establish and put in effect the procedures to implement the policy beginning December 7, 1987.

Copies of the policy will be available for parent and eligible student review in the principal's office of each school building at the superintendent's office.

FORMS USED BY
STONEWALL PUBLIC SCHOOLS

1. Request from another school district or institution of higher learning for student records in your possession.
SEND FORM M TO THE REQUESTING SCHOOL AS A LETTER. ENCLOSE FORM C OR D AND K.
2. Request by you for student records in the possession of another district.
SEND COMPLETED FOR C OR D AND K ALONG WITH YOUR LETTER OF REQUEST.
3. Request to inspect records.
HAVE PARENTS OR ELIGIBLE STUDENT COMPLETE FORM A OR B.
4. Their party request for records.
HAVE PARENTS OR ELIGIBLE STUDENT COMPLETE FORM I OR J AND L, IF APPLICABLE. HAVE THIRD PARTY COMPLETE FORM K.
5. Record challenge.
HAVE PARENTS OR ELIGIBLE STUDENT COMPLETE FOR E OR F.
6. Notification of hearing.
COMPLETE FORM G.
7. Record of challenge procedure.
USE FORM H AS A CHECKLIST FOR THE CORRECT HEARING PROCEDURE.
8. Judicial Order.
HAVE OFFICER SERVING SUBPOENA SIGN FORM K AND HAVE PARENT OR ELIGIBLE STUDENT COMPLETE FOR L.
9. Form N is a sample letter requesting proof of proper governmental authority to receive student information without securing parental signature.
10. SDE Form.
11. Example Notification to Parents to Review Student Records.
12. Release of Information - Agency release to another agency.

REQUEST TO INSPECT RECORDS

(Applicable only to parents of students under 18)

I, _____ the parents or legal guardians of _____, a
 (NAME)
 student at _____
 (School) (School District)

1. Request to inspect the records of the above student at the school on _____ in the
 (date) (time)
 principal's office or such other reasonable time and place as the principal may indicate.

OR

2. If I *and the above mentioned student* no longer live in the school district, I request that the records be sent to me at the following address:

 (Name)

 (Street Address)

 (City, State, Zip)

Enclosed is \$ _____ for reproduction and mailing.

 Signature

The portion below this line may be completed but is not required by law.

INSPECTION REPORT

 (DATE)

The above student's education record was inspected on this date.

Remarks (if any): _____

 Parent or Guardian's Signature

 Principals Signature

REQUEST TO INSPECT RECORDS

I, _____ a student, 18 years of age or older, _____, at
month day year

_____ request to inspect my record at the above school on
School School District

_____ in the principal's office, or such other reasonable time and place as the principal
date time
may indicate.

OR

If I no longer live in the school district, I request that the records be sent to me at the following address:

Name

Street Address

City, State, Zip

Enclosed is \$ _____ for reproduction and mailing.

Date Signature

The portion below this line may be completed but is not required

INSPECTION REPORT

Date

The above student's education record was inspected on this date.

Remarks (if any): _____

18 or over Student Signature

Principals Signature

Form B: In compliance with FERPA

AUTHORITY TO TRANSFER EDUCATION RECORDS

Date _____

I, _____ the parents or legal guardians of _____
authorize the transfer of all of the above student's education records.

From _____
(School)

_____ (School District)

_____ (State)

To _____
(School Official)

_____ (School District)

_____ (State) (Zip Code)

the school at which the above student seeks or intends to enroll or is enrolled: or following parts of the education record if applicable:

- | | |
|--|---|
| <input type="checkbox"/> Scholastic Record | <input type="checkbox"/> Activity Record |
| <input type="checkbox"/> Census Data | <input type="checkbox"/> Health Record |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> Behavioral Record |
| <input type="checkbox"/> Test Record | <input type="checkbox"/> Personal Recommendations |

Others (list) _____

I have been given the opportunity to inspect and challenge the above record.

Parent or guardian's Signature

Principal

Date

Form C: In compliance with FERPA

AUTHORITY TO TRANSFER EDUCATION RECORDS

Date: _____

I, _____, a student 18 years of age or over date of birth _____
authorize the transfer of all my education records. Month/Day/Year

From _____
School School District

State

To _____
School Official School District

State Zip Code

in which I am enrolled or seek or intended to enroll; or the following parts of the education record if applicable:

- | | |
|--|---|
| <input type="checkbox"/> Scholastic Record | <input type="checkbox"/> Activity Record |
| <input type="checkbox"/> Census Data | <input type="checkbox"/> Health Record |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> Behavioral Record |
| <input type="checkbox"/> Test Record | <input type="checkbox"/> Personal Recommendations |

Others (list) _____

I have been given the opportunity to inspect and challenge the above record.

Signature Of Student 18 Or Over

Principal

Date

EDUCATION RECORD CHALLENGE

Date: _____

I, _____ the parent or legal guardians of _____, a student at

_____ School District

on _____ inspected the education record of the above student and challenge the following items:
Date

1. _____ Inaccurate
 Misleading
 Otherwise violations of privacy or other right of student

2. _____ Inaccurate
 Misleading
 Otherwise violations of privacy or other right of student
(Continue on back if necessary)

Date: _____ Signed _____
Parent

Received by Principal _____
Date Principal's Signature

Action taken (records purged before hearing, hearing granted)

Date: _____ Signed: _____
Principal's Signature

EDUCATION RECORD CHALLENGE

Date: _____

I, _____, a student 18 year of age or over date of birth _____, inspected my record on _____ and challenge the following items:
month/day/year

1. _____ Inaccurate
 Misleading
 Otherwise violations of privacy or other right of student

2. _____ Inaccurate
 Misleading
 Otherwise violations of privacy or other right of student
(Continue on back if necessary)

Date: _____ Signed _____
Student 18 Or Over

Received by Principal _____
Date Principal's Signature

Action taken (records purged before hearing, hearing granted)

Date: _____ Signed: _____
Principal's Signature:

NOTICE OF HEARING TO CONTEST RECORD CONTENT

You are hereby notified that a hearing to contest the content of the record of

_____, will be held at _____
Student Place

on _____ at _____. The hearing officer will be _____.
date time

You have the following rights:

- A. Right to present testimony within a reasonable time limitation.
- B. Right to introduce written evidence.
- C. Right to question adverse evidence.
- C. Right to appeal hearing officer's decision to local board.

**PERMISSION OF PARENT OR LEGAL GUARDIAN
FOR
THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD**

I, _____ the parent or legal guardian of
_____, a student at _____
_____ school _____ school
_____ district

request that the following part of the part of the above student's records _____

be made available to _____ for the purpose of

Date: _____ Signed: _____

Please send me a copy of the records released at the following address:

(NAME)

ADDRESS

CITY STATE ZIP

Please send a copy to the above student at the following address

NAME

ADDRESS

CITY STATE ZIP

Enclosed is \$ _____ for reproduction and mailing.

Form I: In compliance with FERPA

**PERMISSION OF EIGHTEEN OR OVER STUDENT
FOR
THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD**

I, _____, a student at _____

_____, being 18 years of age or older, date of
birth _____, request the following part of my record:
month/day/year

Date: _____

Signed: _____
(18 OR OVER STUDENT)

[] Please send a copy to the above student at the following address:

Name

Address

City State Zip

Enclosed is \$ _____ for reproduction and mailing.

RECORD OF THIRD PARTY ACCESS
(Required of ALL THIRD PARTIES, to be kept in student file)

I, _____, request access to the education of

_____ in whole [], in part [], (specify part seen)

for the following legitimate educational or other interest: _____

The above information was transferred to me only on the condition that I will not permit any other party to have access to such information without the written consent of the parents of the above student.

Date _____

Signed: _____

**TRANSFER OF RECORDS UNDER JUDICIAL ORDER
OR LAWFULLY ISSUED SUBPOENA**

I, _____, the parent or legal guardian
of _____, a student at _____
(NAME) (SCHOOL)

(SCHOOL DISTRICT)

OR

I, _____, a student 18 year of age or
over, date of birth _____, at _____
Month Day Year (SCHOOL)
_____ have been notified prior to compliance
(SCHOOL DISTRICT)

that a judicial order or lawful subpoena has been issued demanding the records of the above student in whole or part.

Date: _____

Signed: _____

Dear Sir or Madam:

We will be unable to comply with your request for the records of _____(student), until you complete the enclosed forms and return them to us. If you have substantially similar forms we will accept them, provided the parental or eligible student notification signature is attached. Such signature is necessary in order to comply with the Family Educational Rights and Privacy Act of 1974

Sincerely,

Dear Sir or Madam:

We are unable to honor your request for information from student files unless you inform us in writing of:

1. Your authority to act as representative of (a) the Comptroller General of the United States, (b) the Secretary of H.E.W., (c) an administrative head of an education agency, or (d) state educational authorities.
2. The federally supported education program or state law pursuant to which you request the information.
3. The specific authorization by federal statute to receive personally identifiable information, if you seek such information.

We are sorry for the delay but feel restrained by the Family Educational Rights and Privacy Act of 1974.

Sincerely,

Form N: In compliance with FERPA

STATE DEPARTMENT OF EDUCATION
Sandy Garret, State Superintendent of Public Instruction
Release of Information

I hereby give _____
(Agency Name)

permission to release _____
(Child's Name and Date of Birth)

Superintendent test information and/or medical result to

(Agency Name)

Date

Parent or Legal Guardian Signature

E X A M P L E

**REVIEW OF STUDENT RECORDS
NOTIFICATION TO PARENT**

Dear Parent:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

Very truly your,

Principal

_____ School

_____ (Address)

_____ (Telephone)

POSITION STATEMENT
STONEWALL BOARD OF EDUCATION

Employees Infected with Acquired Immune Deficiency
Syndrome (AIDS)

The Board is strongly committed to providing a safe working environment for staff and students in relation to communicable diseases. Medical evidence indicates that Acquired Immune Deficiency Syndrome (AIDS) is a communicable disease. Therefore, the superintendent or his/her designee will develop appropriate regulations governing the posture of this district when dealing with an employee who has been identified by a competent medical authority to have AIDS, AIDS related complex or tests positive to AIDS antibodies. Such regulations will ensure for confidentiality and non-discrimination of the employee.

Employees Infected With Acquired Immune Deficiency Syndrome (AIDS)

Upon identification of an employee by a competent medical authority as having Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or antibodies to the AIDS virus, the following procedure will be followed:

1. The superintendent shall immediately communicate with the employee and request the employee to provide a statement from the employee's personal physician regarding the employee's current health condition and/or disability.
2. Any decision regarding the employee's status shall be made based upon the best medical evidence available.
3. The employee's immediate supervisor, the superintendent, and if necessary, the employee's physician, shall meet and confer to determine the extent to which 'reasonable accommodation' may be necessary due to the employee's disability.

Confidentiality

Confidentiality requirements in regard to information about any employee shall be respected and limited to those persons who have a "need to know." Usually, this shall mean the employee's immediate supervisor, the department head, the superintendent, and any health care professionals.

AIDS Prevention Education for Students

Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught a minimum of one during the period from grade seven (7) through nine (9) and a minimum of one during the period from grade ten (10) through grade twelve (12). The district will use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curriculum for all three (3) levels includes being made aware of the (1) forms of the disease, (2) methods of transmission, and (3) prevention of Acquired Immune Deficiency Syndrome.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The district, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents guardians of the students involved during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

Communicable Diseases

A student afflicted with a communicable or contagious disease may be prohibited from attending school in this district until he/she is free from the disease, or until a plan for management of the case has been formulated which will adequately protect other students and employees in the school environment against transmission of the disease.

Admission and Management of Students with Acquired Immune Deficiency Syndrome (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a student who is diagnosed as a carrier of the AIDS virus.

Nature of the AIDS Virus

AIDS is a disease which disables the body from fighting infection. The cause of the disease is infection by the Human T-Lymphotropic Virus, Type III (HTLV-III), also known as Human Immunodeficiency Virus (HIV). Three categories of outcomes result from infection by HTLV-III. The first, AIDS, is the most severe form of the infection and most victims die within two years. The second form of infection is AIDS-Related Complex (ARC), a milder form with less severe symptoms. The third and most common form of infection by HTLV-III causes the affected person to be an Asymptomatic Carrier, having no symptoms but still believed capable of transmitting the virus to others. Based upon the medical evidence presently available, it appears that each of the three levels or stages of HTLV-III infection is contagious under certain conditions.

Transmission of AIDS

Unlike many other communicable diseases, AIDS is not believed by most medical authorities to be transmissible through casual contact in the normal school environment. Present medical knowledge indicates that the AIDS virus is transmitted by the introduction of the virus into the blood stream through sexual contact, sharing of hypodermic needles among intravenous drug users, receiving blood transfusions from infected individuals, or at birth. Pending further research, however, any spill of body fluid--blood, tears, semen, saliva, vomitus, urine or excrement--by an AIDS infected individual should be considered as a possible source of infection.

Protection of Other Students and Employees

The first consideration must be the protection of other students from infection by the AIDS student. Since the possibility of spreading the HTLV-III virus through casual contact such as occurs in a school situation is "remote," according to medical researchers, most AIDS students can continue without restriction in the regular classroom except that such students are not to be allowed to participate in contact sports or swimming. If a student is prone to biting or other similarly aggressive behavior, is incontinent, has open skin lesions, or is subject to drooling, a more restrictive environment which minimizes the exposure of other students to his/her body fluids may be prescribed. Any employee assigned to work with this type of student must be informed of the potential contagiousness of the student.

Protection of AIDS Students

A second consideration is the physical well-being of the AIDS afflicted student. Since AIDS severely depresses the immune system any of the minor infections or childhood diseases which are common among children could be life threatening to a student afflicted with AIDS. It may thus be advisable to recommend a restricted educational environment, either permanently or temporarily, for the protection of the AIDS student.

Confidentiality Requirements

Protection of the confidentiality of information regarding HTLV-III infected students is of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of AIDS students. The superintendent, in consultation with other staff members, will identify by name those employees who are to be given this information. This list will be given to the principal who will be responsible for ensuring that only authorized employees are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When an HTLV-III student is identified, the principal is to establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.

Cleanup of Body Fluids

Since it is not always known whether a student is infected with the HTLV-III virus, rubber gloves and a 1 to 10 solution of household bleach in water are to be used in cleaning up a spill of body fluid by any student. Insofar as possible, paper towels or other disposable products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing are to be thoroughly rinsed in a bleach and water solution or washed separately in hot water. Band instruments which are shared among students are to be thoroughly decontaminated between uses. Thorough hand washing with soap and water is also advised. These precautions will help to guard against the spread of not only AIDS but other communicable, though less deadly, diseases.

Referral of AIDS Students

The case of any student who has been diagnosed as having AIDS will be referred to the superintendent. If medical authorities verify that the student is infected with the HTLV-III virus and if there is a possibility that other students or employees might become infected from the AIDS student, the superintendent is authorized to arrange a safe, temporary placement for the student until permanent arrangements can be made.

Following a thorough analysis of the case, the superintendent will make a recommendation as to whether and under what conditions the student should be permitted to continue in school. A copy of his recommendation will be sent to the parents or guardians of the student. If the student's parents or guardians are dissatisfied with the superintendent's recommendation, they may send a written request for a review of the case to the Stonewall Board of Education. The parents or guardians, together with the child's physician, shall have the right to attend all review meetings regarding their child's case to ask questions, and to present any matters in response to the recommendation.

If an alternative educational program is required, the superintendent and his/her staff will establish that program in the least restrictive environment possible. At least once each semester, the principal will call a meeting of the student's parents, the family physician, and the superintendent to review the case and, if needed, make any adjustments in the student's program.

2.32 CONSTITUTION AND BY-LAWS OF AG BOOSTER CLUB

OF STONEWALL, OKLAHOMA

Article I-- Name of Organization

Section 1. The official name of this organization shall be known as Agriculture Booster Club of Stonewall, Oklahoma.

Article II--Object

Section 1. This organization is dedicated to the improvement and preservation of good clean sportsmanship and fair play, and to promote and encourage youth to actively participate in agricultural activities.

Section 2. The organization shall be non-profit.

Section 3. The activities of this organization shall in no way conflict with the policies as set forth by Stonewall Public School in all matters pertaining to localized agriculture.

Section 4. The organization shall provide assistance and promote Agriculture Education.

Article III--Membership

Section 1. Any American male or female, 18 years of age, or older, with an interest in promotion Agriculture Education may be a full and participating member upon the payment of dues. The dues for membership in this organization shall be \$5.00 per year, payable to the Treasurer. Dues are due and payable each year dating from the month and day of original membership.

Article IV--Officers

Section 1. Executive officers. The officers of this organization shall be President, Vice-President, and Secretary-Treasurer.

Section 2a. Officers shall be elected for a period of one year, on the first regular meeting in August.

Section 2b. Nomination of officers shall be made from the floor.

Section 2c. Election may either be by a secret ballot or by hand vote. To be elected one must receive a majority of the votes cast.

Section 3. The president may appoint, at a regular or called meeting, with consent of members present, any committees from the membership as he may deem necessary.

Section 4. Should any officer fail to show proper interesting the organization or neglect his duties, he may be replaced by a majority vote of members present at any regular meeting.

Section 5. Should a vacancy occur during the term of any officer except the President, an election shall be held at the next regular meeting for replacement.

Article V--Duties of Officers

Section 1. The President. The President of this organization shall be a member of all committees. The President shall have the general and active management and supervision of the business and activities of his organization and preside at all regular or special meetings.

Section 2. The President of this organization shall have general supervision and direction of all other officers and see that their duties are properly performed.

Section 3. The Vice-President. The Vice-President shall preside at any meeting from which the President may be absent and in the event the President ceases to be a member of this organization for any reason whatsoever, he shall serve the unexpired terms President. The Vice President shall assist the President in whatever duties he may deem necessary.

Section 4. The Secretary. It will be his duties to keep minutes of all membership meetings. He shall keep all papers, records, files and books of the organization. He shall through working with the Treasurer, keep an accurate record of membership. He shall assist each of the officers where he is needed.

Section 5. The Treasurer. He/she shall keep an accurate record of all money turned in or received by the organization. Through coordination with Mr. Nuner the organizational account will be carried through the school Activity Fund. All deposits will be accompanied by receipts of each transaction signed by the Treasurer. A purchase will go through this procedure:

1. A purchase request is filled out and signed by the Treasurer.
2. At this time a Purchase Order will be completed and assigned a number by Mr. Nuner.
3. At time of purchase of goods charged to this organization a signed ticket must be put on a Purchase Order that day or no later than the day following.
4. All purchases must go through the Treasurer and Mr. Nuner.

Article VI. Use of Funds

Section 1. All money or other assets coming in or belonging to this organization from whatsoever source shall be only for the purpose of promoting, developing and advancing the objectives and purposes of this organization.

Section 2. In the event of dissolution of the organization the balance of funds will be turned over to the FFA Chapter to promote and further the education in Agriculture of the youth.

Article VII. Voting

Section 1. Each member, while in good standing, shall be entitled to a vote at any regular or special meeting and a vote cast by a majority of the members which are present at any regular meeting shall be considered a majority and so recorded by the Secretary.

Article VIII. Meeting Dates

Section 1. The regular scheduled of the membership will be held each month at a place designated by the President.

Section 2. A special meeting may be called by agreement of the three executive officers, or by a committee designated time and place.

Article IX. Miscellaneous Provisions

Section 1. Five (5) or more members present at any regular or special meeting shall constitute a quorum of the membership.

Section 2. This constitution an By-Laws may be added to, amended, and/or repealed, in whole or in part at any regular meeting by a vote of two thirds of the members present at such meetings, providing that notice of intent to amend or repeal was formally presented at the last previous meeting.

Article X. Rules of Order

Section 1. "Roberts Rules of Order" shall be the parliamentary guide and authority of this organization.

Signed and approved by a majority vote of members present of this organization on this the _____ day of _____.

Member of School Board

President of Club

2.33 Teacher Evaluation Introductory Statement

The staff evaluation committee has reviewed the district personnel policies and the State Board of Education Guidelines relative to developing an evaluation system consistent with Oklahoma Law 70 O.S. 1981, SS 6-102.2 and HB 1017. The committee has also reviewed evaluation forms and procedures used by other school systems to identify promising practices.

The committee respectfully submits a statement of policy, a set of procedures, criteria and evaluation instruments to the Board of Education of Stonewall Independent School District for their consideration and adoption. Upon adoption, this plan will replace, in its entirety, the plans adopted by the Board October 3, 1977 in compliance with SB 249 and/or the plan adopted by the Board September 2, 1986 to comply with HB-1466.

COMMITTEE MEMBERS

Name and Signatures

Delores Davis _____, Teacher

Vaden Morgan _____, Teacher

Patsy Moyer _____, Teacher

Martha Rhynes _____, Teacher

June Scott _____, Teacher

Virginia Wise _____, Teacher

Terry Scott _____, Principal

Floyd H. Gibson _____, Superintendent

STONEWALL PUBLIC SCHOOLS
Board of Education
Policy of Staff Evaluation

In Stonewall Public School District Evaluation is defined as a mutual endeavor among all staff members and the Board of Education to improve the quality of the Educational program. The school district and the individual educator jointly accept the responsibility for the improvement of efforts to educate the students in our district. All staff members are expected to perform well in related to their job descriptions, statements of objectives and approved performance criteria. Evaluation is a system for documenting the criteria and the evidence of achievement by staff members.

The Board of Education of Stonewall Public School District ISD 30, Stonewall, Oklahoma, hereby adopts an evaluation policy, procedures, criteria, and instruments for all certificated employees in compliance with the Teacher Due Process Act of 1990, sections 75-85 of HB 1017.

The Performance of all certificated staff members will be evaluated using the criteria submitted by the evaluation committee and approved by the Board of Education. Each evaluation shall be based upon the evaluator's actual observation of the person being evaluated while performing his job function. The superintendent will be evaluated by the Board of Education; principals and other administrators will be evaluated by the superintendent; and teachers and other nonadministrative staff will be evaluated by the principals, as provided by law.

Beginning with the 1986-1987 school year, every probationary staff member will be evaluated once prior to November 15, once prior to February 10 and each year thereafter. Every career teacher will be evaluated once every year. All personnel designated by the local board to conduct the personnel evaluations shall be required to participate in training conducted by the State Department of Education prior to conducting such evaluations.

Evaluation reports will be completed on an approved evaluation form and be followed by a conference between evaluator recommends a plan for improvement, a plan will be developed by the evaluator and staff member; include a statement indicating how the district will assist with the improvement efforts; a responsible time for improvement (not to exceed two (2) months) will be established by the evaluator.

The evaluation report and plan for improvement, if one is developed, will be filed in the staff member's personnel file. The file is accessible to the staff member, the Board of Education, the evaluator, administrative staff to which the staff member applies for employment, and only those others designated by the teacher.

The Board of education will consult with a committee representing teacher, administrators, and non-teaching staff. The committee will advise on the development of policy and be involved in the development or selection of procedures, criteria, and instruments for staff evaluation. These will be submitted for Board review and approval. The superintendent will serve on the committee and will be responsible for disseminating a copy of the approved evaluation policy, procedures, criteria and instruments to all staff members.

The procedures, criteria, instruments and process of evaluation will be subject to continuous review and appraisal by the Board of Education. As they are approved, copies of all amendments and changes will be provided to staff members. Any legislative act, State Department ruling, or court decision which makes part of this policy unlawful will in no way make inactive the rest of this policy.

Witness Vaden Morgan
Teacher

Witness Mark Walls
Teacher

Witness Robert Sellers
Teacher

Witness Kevin A. Flowers
Teacher

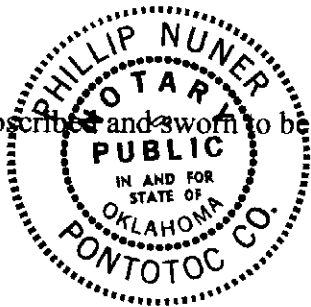
Witness Gail Wood
Teacher

Witness Joseph Gibson
Superintendent

Approved by the Stonewall Board of Education on this 3rd day of April 2000.

Ronald W. James
Signed _____
President

Subscribed and sworn to before me on this 3rd day of April 2000.



Phillip Nuner
Notary Public

My commission expires this September 11, 2000.

2.34 REQUEST FOR PROMOTION

Beginning with the 1990-1991 school year, each school is required to adopt or develop a policy of student promotion which assures the following:

"... no student shall be advance to a higher grade level after a recommendation of a teacher that a child should be retained in the child's present grade level unless a written request for such advancement is signed by a parent or guardian. A copy of the request shall be included in the permanent record of the student" (HB 1017, Section 66, lines 21-26).

The Stonewall Board of Education requests that the attached form be notarized by the parent or guardian and returned to the proper school official for filing in the student's folder. The student shall also sign the request form.

Adopted, Stonewall Board of Education, August 3, 1992

Amended, November 2, 1992

PROCUREMENT PROCEDURE AND PRACTICES FOR
STONEWALL PUBLIC SCHOOL CHILD NUTRITION PROGRAMS

PROCUREMENT PLAN

The Stonewall School District Child Nutrition Program Department known herein as the SFA, in order to comply with the applicable provisions of the USDA procurement standards and any SFA Purchasing Policies and Procedures, has established and made accessible to all of its employees with authority to purchase for the Child Nutrition Programs, herein known as the CNP, the following plan for the purchase of goods and services.

- A. Effective Date: July 5, 1999
- B. Purpose and Goal: The purpose of this procurement plan is to establish procedures for the procurement of food, equipment, supplies, and services that will ensure that the materials and services are obtained in an effective manner and in compliance with all applicable federal and state laws. All transactions of the SFA, without regard to dollar value, will be conducted in a manner that provides maximum open and free competition. It is the goal of the SFA to purchase only good quality merchandise and services which will assist in meeting the goal of serving high quality meals at a reasonable cost.
- C. Open and Free Competition: Open and free competition will exist to the maximum extent possible by (1) the involvement of all known vendors to the extent that they are capable of meeting requirements of the SFA; (2) the utilization of identical specification sheets to all bidders; (3) the issuance of this manual upon request by vendors.
- D. Comparability of Prices and Products: Will be achieved through (1) the use of identical specifications and (2) an ongoing evaluation of products and services.
- E. Adequate Documentation: Will be achieved through (1) records of bid invitations and awarding of bids; (2) records of communication such as telephone quotes, written quotes, proposals, etc.; (3) written reasons for not accepting a lowest bid.

CODE OF CONDUCT

Stonewall Public School shall maintain a written code or standard of conduct which governs the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by program funds. The written code shall include the following principles:

- A. No employee, officer, or agent of the school district shall participate in selection of or in the award or administration of a contract supported by program funds of a conflict of interest, real or apparent, would be involved.
- B. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:
 - 1. The employee, officer, or agent;
 - 2. Any member of his immediate family;
 - 3. His or her partner;
 - 4. An organization which employs, or is about to employ, any of the above.
- C. The school district's officers, employees, or agents shall neither solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.
- D. School districts shall make all officers, employees, or their agents, or contractors, or the contractors' agents aware that violations of these procurement standards are subject to penalties as established by Title 74 O.S. SS 3401 et. seq., also known as the Anti-Kickback Act of 1974.

METHODS OF PROCUREMENT

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases. For example milk and milk products, bread, or baked goods, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period which shall not exceed one calendar month. The procurement methods that will be used by a school district to purchase the goods, equipment, and services required by the program are as follows:

- A. Small Purchase Procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than \$10,000, per calendar month, and fresh produce regardless of aggregate amount. When small purchase procedures are used, the following conditions, stipulations, and terms must be met:
1. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service;
 2. Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made;
 3. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term "adequate number" is determined by local market conditions;
 4. Response to "requests for quotations" can be in either written form or verbal.
 5. Cost plus a percentage of cost method of purchasing is prohibited;
 6. Price quotation responses must be retained by the school district with other program documentation and records for a period of five (5) years after the end of the fiscal year to which they pertain.
- B. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment, and services where the aggregate cost is \$10,000 or more during one calendar month, and when the selection of a successful supplier can appropriately be made principally on the basis of price. Note: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in district's normal purchasing practices which results in the aggregate amount of purchases becoming less than \$10,000 must be documented for review and audit purposes. When competitive sealed bids are used, the following conditions, stipulations, and terms must be met:
1. The invitation to bid will be publicly advertised;
 2. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;
 3. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;
 4. All bids will be opened publicly at the time and place stated in the invitations for bid;
 5. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid. NOTE: Section 730 for School Laws of Oklahoma states that school districts shall prefer in all purchases those supplies, materials, and provisions produced, manufactured, or grown in Oklahoma provided that such preference is not for articles of inferior quality to those offered from outside the state. Section 730 further states that a differential of not more than five (5) percent may be allowed in the cost of Oklahoma materials, supplies, and provisions of equal quality;
 6. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered determining which bid is lowest;

7. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;
8. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;
9. Cost plus a percentage of cost method of contracting is prohibited;
10. All bids received must be documented and such documentation shall be maintained by the school district with other program records for five (5) years after the end of the fiscal year to which they pertain.

C. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, unfeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal. When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

1. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;
2. The request for proposals will be publicized and reasonable request by other sources to complete must be honored to the maximum extent possible;
3. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;
4. The school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contracted for further written and verbal discussions; and (3) for selection of contract award;
5. The contract must be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;
6. Cost plus a percentage of cost method contracting is prohibited;
7. All request for proposals received must be documented and such documentation shall be retained by the school district with other program records for five (5) years after the end of the fiscal year to which they pertain.

D. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one sources and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five (5) years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited. Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

1. The merchandise or service is available only from a single source;
2. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation;
3. After solicitation from a number of sources, competition is found to be lacking.

Non-Kickback Affidavit: Is required on every invoice submitted by any vendor for purchases of \$2,000. or more. Additionally, a non-kickback affidavit is required to be on file per vendor if the amount of each invoice is always under \$2,000.; however, if the amount from one vendor, no matter how many invoices, does not exceed \$1,000. then a non kick-back affidavit is not required. (A non-kickback affidavit form that can be copied is supplied in this booklet.)

Debarment or Suspension: The SFA is prohibited from contracting with a company or individual that has been debarred or suspended in accordance with 7 CFR 3017. This prohibition does not extend to contracts in existence at the time of the debarment/suspension or to most contracts under \$100,000.00.

Rather it applies to new contracts and extensions or renewals of existing contracts of \$100,000.00 or more and to contracts for audit services, regard less of amounts. To ensure the SFA does not enter into a contract with a debarred or suspended company or individual, SFA must require each responsive bidder to include a certification statement with each bid exceeding \$100,000.00 or any contract for audit services regardless of amount.

Procurement Periods: Goods purchased by the SFA, when they will be awarded and purchase periods are as follows:

Items	Bid Type	Bid Period	Date Awarded	Award To
Milk	Small Pur.	Annually	August 2, 1999	
Bread	Small Pur.	Annually	August 2, 1999	
Meats	Small Pur.	Annually	August 2, 1999	
Frozen Foods	Small Pur.	Annually	August 2, 1999	
Cans/Staples	Small Pur.	Annually	August 2, 1999	
Cleaning Sup.	Small Pur.	Annually	August 2, 1999	
Paper Supplies	Small Pur.	Annually	August 2, 1999	
Large Equipment	Com. Bid	As Needed/ Negotiation		
Small Equipment	Small Purchase	As Needed/ Purchase Procedures		

Fresh Produce will be provided mainly through the U.S.D.A. fresh produce program. It will be purchased as needed using small purchase procedures.

Bids must be returned on or before the award date as is stated above or they will not be considered in the award.

Emergencies: Any item may be purchased locally in emergency situations as needed.

Nutrition Fact Sheets: Vendor will provide SFA with a nutrition fact sheet as needed, on processed food items. A sample of this fact sheet is included in booklet.

Deliveries: Shall be made on a regular schedule between the hours of 7:00 a.m. and 10:30 a.m. or 1:00 p.m. and 2:00 p.m. Drivers shall deliver merchandise to the receiving areas designated by the Food Service Director. Cafeteria personnel will check the items against the invoice at the time of delivery, with any shortages, errors, damaged goods or returns noted. The vendor must give immediate notice to the SFA of inability to deliver on time.

Invoices and Statements: Delivery persons shall be required to leave duplicate invoices with Cafeteria Personnel. Statements shall be submitted monthly to SFA no later than the last working day of the month. Invoices will be paid following the next monthly school board meeting which is the first Monday of each month.

Contract Conditions: Repeated failure to make deliveries in accordance with specifications will result in the termination of the contract, pursuit of appropriate legal remedies, and/or disqualification of the vendor until such time as the vendor furnishes satisfactory evidence that future obligations can be fulfilled. Failure to render prompt service will be considered in making subsequent awards. Contracts may be terminated at any time on thirty (30) days notice upon the mutual agreement of both parties, or at any time if the terms of the contract are violated in any way.

Changes in Procurement Plan: Will be made as conditions warrant upon the approval of the SFA's Board of Education.

Nondiscrimination Statement: In the operation of the CNP, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against, write immediately to the State Department of Education, Child Nutrition Programs, 2500 North Lincoln Boulevard, Oklahoma City, OK 73105-4599 or to the Secretary of Agriculture, Washington, D.C. 20205

The primary purpose of the Stonewall Public School's Procurement Policy is to assure that open and free competition exists to the maximum extent possible.

Approved July 5, 1999 by the Board of Education for the school year 1999-2000.

INVESTMENT RESOLUTION:

WHEREAS, State law authorizes a school board to set funds in an investment account and permits the school district treasurer to invest such funds in:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the United States Government or State of Oklahoma is pledged;
2. Certificates of deposit of banks when such deposits are secured by acceptable collateral for the deposit of public monies;
3. 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; or.
4. Warrants, bonds or judgments of the school district;

And, whereas the Board of Education has on deposit monies not now required to be expended, and,

Whereas, in come received from investment of such monies may be placed in the general fund to be used for general operations. 70 O.S. Sec. 5—115, the sinking fund, the building fund, or the general fund from which the investment was made, 62 O.S. Sec.346.1.

It is resolved that the treasurer of the school district is authorized to invest monies held in the general, sinking, and building funds, and the income from such investments is to be placed in the funds designated by the board through the district superintendent.

Approved this _____ day of _____, 199____, by vote of the Board of Education.

President, Stonewall Board of Education

Attest: Clerk of Board

2.37

The following will be signed by employees at the start of employment to enable the Superintendent to comply with policy number 2.06.

I acknowledge that I have received a printed copy of the Stonewall Board Policy Book and also understand that a current copy of the is available to me on computer in the following places: Highschool library; Highschool Principals's Office; Elementary Principal's Office; Superintendent's Office, or on floppy disk if requested. I agree to abide by these policies.

Employee's Signature

Date

EMPLOYEE CHECK LIST

NAME _____

DATE _____

SEE PRINCIPALS:

- Registers _____ Special Ed. Reports, etc _____
- Grade Sheets _____ Chapter 1: Rank order list, achiev. data, etc. _____
- Grade Books _____ Chapter 2: Rank order list, achiev. data, etc. _____
- Report Cards _____ Title IV-A: Rank order list, achiev. data, etc. _____
- Books properly stored _____
- Desk Items _____ (take care of personal items in desk) _____
- Textbook List _____
- Etc. _____
- Staff Dev. Points: Current Yr. _____

SEE PERSON RESPONSIBLE FOR:

- Lunches _____
- Misc. _____

If any items out, please list what and who; report returned items to superintendent.
Any items borrowed during summer must be listed with superintendents office.

- Library Materials _____
- Auto Mechanic Tools, etc. _____
- Tools, etc. _____
- Typewriters, etc. _____
- Home Ec. _____
- Athletic Equip. _____
- Lunchroom Equip., etc. _____
- Other _____

SEE SUPERINTENDENT:

- Want List _____ Green Policy Book _____
- Inventory _____
- Professional Folder _____
- Keys _____
- Etc. _____

The above items have been properly completed.

Teacher

Principal

Superintendent

Approved by Stonewall Board of Education April 1991

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Stonewall Public School
Statement of Policy

The Stonewall public School's administration and faculty believe that the school library, in addition to doing its vital work of aiding in the education of its youth, should offer to every child the opportunity to have and to use any educational materials that will provide experiences which will lead to emotional, economic, social and political adjustment and character growth.

The librarian and administration believe that each and every school child should have the opportunity to foster his/her own development in pursuit of education throughout life, regardless of age, sex occupation, race, and or/creed.

School Library Bill of Rights*

School Libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end the Association of School Librarians reaffirms the LIBRARY BILL OF RIGHTS of the American Library Association and asserts that the responsibility of the school library is:

To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socio-economic backgrounds and maturity levels of the students served.

To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.

To provide materials on the sides of issues, beliefs and ideas so that young citizens may develop this habit of critical thinking, reading, listening and viewing, thereby enabling them to develop an intellectual integrity in forming judgement.

To provide materials which accurately reflect all religious, social political and ethnic groups, and their contributions to our American heritage as well as a knowledge and appreciation of world history and culture.

To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.

*Endorsed by the council of the American Library Association.

RIGHT TO READ*

The right of any individual to read is basic to democratic society. This right is based on the only tenable assumption for democratic living: that the educated, free man possesses the powers of discrimination and is to be entrusted with the determination of his own action.

The right to read, like all rights embedded in our constitution traditions, can be used wisely or foolishly. In many ways education is an effort to improve the quality of the choices which are the exercise of this right. But to deny the opportunity of choice in the fear that it may be unwisely used is to destroy the freedom itself. For this reason, we respect the right of individuals and groups to express their views for the guidance of others. But for the same reasons, we oppose efforts by individuals or groups to limit the freedom of choice of others or to impose their own standards or tastes upon a community at large.

*The students' Right to Read, the National Council of Teachers of English.

Media Selection Policy
For
Stonewall School Library

STATEMENT OF POLICY

The Stonewall School District shall Provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

OBJECTIVES OF SELECTION

The primary objective of our school library is to implement, enrich, and support the educational program of the school. Other objectives are concerned with: the development of reading skill, literary taste, discrimination in choice of materials, and instruction in the use of library materials and libraries.

STATEMENT OF SELECTION PROCEDURES

Responsibility for Selection

Responsibility for selection of instructional materials is delegated by the Stonewall School Board of Education to the certified library/media personnel who will consult from time to time with representatives of the teaching staff, administrators, and students.

Criteria for Selection

The foremost consideration of any Material for the school library is whether the material contributes to the fulfillment of the curriculum and meets the individual needs of the pupils and teachers of that particular school. The criteria listed will be used as guidelines in the selection of books or any other material now on the shelves. Evaluative Criteria is based on :

1. Appropriatness of medium
2. Varying levels of difficulty
3. Student interest (both at school and after)
4. Curriculum needs
5. Representation of different points of view
6. Recommendations/requests from faculty members and students
7. Reviews in professional selection aids such as School Library Journal, Book Review Digest, or Choice.
8. Recommendations by such organizations as OSDE or ALA
9. Timeliness of the materials
10. Accuracy of the materials

2.39-5

11. Artistic and/or literary quality of the material
12. Community interest and activities

The library/media person has the option to order books from a jobber, a distributor, or the publishing company.

GIFTS OF BOOKS AND MATERIALS

Gifts of books and materials are accepted with the understanding that they meet the same selection criteria as materials purchased with Board of Education funds.

Such books and materials once accepted by the Stonewall School District, become the property of the District. Gifts will be accepted with the understanding that the Library/Media person has the final word on how, where, and if said materials or books will be used or places. (see attached form)

DISCARDING/WEEDING

A book shall be considered by discarding when:

- The information in it is out-dated and more up-to-date replacement has been added.
- The book is damaged so badly it can not be used or when it is worn out.
- The book is brittle, yellowed, scratched, warped, torn, or otherwise marred for use.
- When the information in the book is inaccurate.
- Sets that are out-of-date and beyond the comprehension of its users.

Once every five year, the librarian will weed the books that have not been used in the previous 7-10 years, (excluding classics from this).

CO-OPERATION WITH OTHER LIBRARIES

The librarian has definite professional responsibility to cooperate with the general library program on a local, state, and national basis. It is important that the librarian supplement the schools resources and services by complete and full cooperation with other agencies.

STATEMENT OF REPLACEMENT MATERIALS OR DUPLICATE COPIES

Any book that has a high circulation, passes our criteria for selection, and is an asset to the collection shall be replaces upon loss or destruction.

The librarian shall use her/his own discretion about buying multiple copies of one book. Books that are in great demand and have a high rate of circulation should be considered for purchasing of multiple copies.

2.39-6

GUIDELINES FOR RECONSIDERATION OF MATERIALS

It is recommended that a student or his/her parent should have the right to reject the use of library resource center materials which seem incompatible with his/her values and beliefs. It is further recommended that classroom assignments involving library resource center materials provide for alternate choices. This procedure is consistent with the National Council of Teachers of English statement on student's Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the reading material for students other than his/her own children.

Any person who wished to request reconsideration of the use of any library or media center materials on the school must make his/her request in writing on the forms provided in the high school library. The completed form is to be returned to the building principal. If the principal is unable to satisfy the complainant during an informal conference, he/she should refer the matter to the Review Committee. No administrator, librarian or teacher should agree to withdraw an item without referring it to the Review Committee which determines whether the material should be withdrawn from the school library.

The Review Committee is appointed by the building principal and the library/media person, as needed, and shall consist of the school librarian as chairperson, the high school principal, a teacher in the related field, and English teacher, and one student. The teachers should be teachers who use the library often. The student should be a junior or senior in the system (in the sixth grade for the elementary building), should be actively involved in the school system and activities, and should be a grade point of three (3) points or more. This committee shall base its decision on the following items: overall educational and social value of the book, the censorship laws, the Library Bill of Rights, and the NCTE statement on Students Right to Read.

An appeal of the Review Committee's decision may be made to the local school board of education by going first to the building principal and, with him, go to the superintendent. These three may then approach the Board of Education. The final decision, then, rests with the Board of Education.

Video Taping/Copying Guidelines for Off-Air Broadcasts and other materials

1. Programs may be taped off air broadcast and kept for 45 calendar days. After 45 days, the tape must be erased.
2. If shown in the classroom, it must be in the first ten days after taping and can only be viewed in two different classrooms.

2.39-7

3. Librarians can tape only if a teacher specifically requests it--not if the librarian thinks someone might want to use it.
4. After the first ten days, the tape can only be viewed by a teacher wishing to evaluate the tape.
5. There can only be one copy per teacher request.
6. You may not take parts of different tapes to compile an anthology.
7. You must include screen about copyright laws.
8. No profit may be involved.
9. Penalties can be a \$50,000 fine and/or one year in jail. There may also be civil actions filed.
10. Do not copy to preview.
11. Commercial tapes can not be copied without permission of company.
12. A teacher can not mass copy software for classroom use. One back-up copy is fine, but two disks are ok if really needed. OR each student can make one copy, but the teacher must not do the entire set for a class.
13. You can copy a disk for another user, if the copy is to become the property of that user. (not resale)
14. A teacher can copy "anything" once to be used in the class based on a need for spontaneity and cumulative effect.
15. Do not copy sheet music if putting it on for a performance.
17. Informational items--you can copy less than 50% of the item to use in the classroom. Creative work is not more than 10%. If a book is becoming dilapidated, you can copy the entire thing if you can not afford to replace or can not find a replacement.

The above statements are guideline not laws, but staying within the confines of these guidelines seem to indicate a certain amount of "safety from lawsuits for teachers.

Censorship Laws
as defined by Lawrence Rossow
Professor of Law
University of Oklahoma

Once material is acquired, it may not be removed or in other ways modified unless it is found to be "obscene." It has the protection of the first amendment. Obscenity is a legal term that can not be applied loosely.

Obscenity is defined as "material devoted to the prurient interest of the average individual." Prurient interest is defined as "material intended to excite human conditions, to cause the reader/user (an average person based on local and community standards) to make immoral decisions."

Censorship, by librarian, is legal during the acquisition stages. It is illegal to go through books and mark out the curse words.

Yet, to teach students good manners and civility, "lewd expressions" may be censored in student publications. School authorities can censor student publications if censoring is based on the need to teach student about good journalism.

DONATION AGREEMENT

Name of Donator: _____

Address: _____

Reason for Donation: _____

Materials Donated:

(if more space is needed, use back of this sheet.)

I, _____, have donated the above items to the
(name of donor)

Stonewall School Library with the understanding that the Librarian has the option to use or
dispose of as best suits the Stonewall Library and its curriculum needs.

Date

Donor's Signature

Principal's Signature

Librarian's Signature

CITIZEN'S REQUEST FORM FOR RE-EVALUATION OF MATERIALS

School _____

Initiated by _____

Address _____ Telephone _____

Representing: _____ Self
_____ Organization or Group

Material Questioned:

(Print)

Author _____ Title _____

Publisher _____ Copyright Date _____

(Non-Print)

Type of Media (film, filmstrip, record, etc.) _____

Title _____ Publisher _____

Please respond to the following question. If sufficient space is not provided, please use additional sheet of paper.

1. Have you seen or read this material in its entirety? _____
2. To what do you object? Please cite specific passages, pages, etc.

3. What do you believe is the main idea of this material?

4. What do you feel might result from use of this material?

5. What reviews of this material have you read? _____
6. For what other age group might this be suitable? _____
7. In its place, what material do you recommend that would provide adequate information on the subject?

8. What would you like your school to do about this material?

Date _____ Signature _____

COMMITTEE REPORT OF RECONSIDERATION OF MATERIAL

Material being questioned:

Book

Author_____

Title_____

Publisher (if known)_____

Copyright Date_____

AV Material

Kind of Media_____

Title_____

Other Material

Identify_____

COMMITTEE DECISION REGARDING THE ABOVE MATERIAL

REMOVAL OF MATERIAL_____

REINSTATEMENT OF MATERIAL_____

REASON (S) WHY:

SUMMARY OF BILL WHICH RELATE TO COMMON EDUCATION (Section on Libraries)
THAT WAS PASSED BY THE 1988 LEGISLATURE:

HB 1173 Provides for the crime of library theft

Any person shall be guilty, upon conviction, of library theft who willfully;

1. removes or attempts to remove any library material from the premises of a library without authority; or
2. mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
3. fails to return any library materials which have been lent by the library facility, within seven (7) days after demand has been made for the return of the library materials.

Makes the theft or destruction of library materials a misdemeanor. Punishment for conviction shall be restitution and/or a fine of up to \$10,000.00

EFFECTIVE DATE November 1, 1988

STUDENTS, PARENTS, AND EMPLOYEES:

Stonewall Public Schools has filed an Asbestos Management Plan with the Oklahoma State Department of Health which they received on October 12, 1988, and an updated plan on August 17, 1992, to comply with Federal Law. Any parent, employee, or person may request to see the plan during normal working hours; the plan is on file at the Board of Education office, Ninth and High School Streets, Stonewall, Oklahoma of Pontotoc County.

Types of asbestos that was found in the Stonewall Public Schools was the least dangerous type that is a very low risk to students and/or employees. Floor tiles or adhesive under the tiles of the elementary School, Cafeteria, High School, Old Shop building, and the soffit of the Auditorium were the areas where asbestos was found; the school has removed this tile from the cafeteria and the old shop building.

Stonewall Public Schools is provided operation and maintenance services by Precision Testing Laboratories of Moore, Oklahoma who provide surveillance of our asbestos to assure the safety of our students, patrons, and employees.

2.41

ESTABLISHING PROM ACCOUNT IN THE ACTIVITY FUND

Grades seven through twelve (7-12) may have a prom account established to raise funds to be used specifically for Proms only and any money left over shall be placed in next year's prom account; only the amount needed should be raised for that purpose. Fundraisers shall be approved by the Principal and the Board of Education and placed on the High School Principal's official calendar.

2.42 Sexual Harassment of Students

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meaning, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The School district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy.
 - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other student are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate

administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any Student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

Adopted January 4, 1993, Stonewall Board of Education
Amended February 7, 1994

2.43

INJURIES TO EMPLOYEES ON THE JOB AND STUDENTS:

All employees of Stonewall Public Schools shall report immediately to their immediate supervisor any injury occurring on the job. The supervisor shall record such injury on the "supervisor's Investigation Report" form and turn this original in to the superintendent's office that day or, if after hours, the next day. If the supervisor desires to retain a copy for their files, they may make a copy.

Principals--teachers, secretaries, tutors, substitutes, custodians, students, etc.

Head Cook--Cooks, substitutes, volunteers, etc.

Head custodian--Custodians, student workers, volunteers, etc.

Superintendent--Bus drivers, secretaries of the Board Office, Principals, other.

The principals may wish to solicit help from teachers that may be on duty (playground, hall, bud, gate, etc.) with student accidents, fights, etc., take statement from other students or observers; this may be incorporated into the report.

Adopted, Stonewall Board of Education, 1-4-93

SUPERVISOR'S INVESTIGATION REPORT

Investigate each accident regardless of whether it was serious or minor in nature

Name]Age]Time]Date
_____]_____]_____]_____

Department-Shift]Job]How long on this job
_____]_____]_____

What Happened? (describe-be brief and concise)

Why did it happen? (be specific-do not use the word "Careless")

What should be done? (be honest-prevent a possible recurrence)

What have you done thus far? (be specific as to any action taken)

Investigated by (name)

BLOODBORNE PATHOGENS EXPOSURE CONTROL POLICY

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS IN THE STONEWALL SCHOOLSPURPOSE

Method of compliance with Department of Labor, Occupational Safety and Health Administration, Occupational Exposure to Bloodborne Pathogens, Final Rule.

THOSE AFFECTED

Centers for Disease Control Mandated in the November 15, 1985, Volume 34/No.45 Weekly Report that because of infections in addition to HIV can be present in blood or body fluid all schools and day care facilities should adopt routine procedures for handling blood or body fluid. body fluids of all persons should be considered potentially infectious agents. All school staff should be alerted to dangers of infection from body fluids. Bus drivers, secretaries, custodians, teachers, teachers' aides, and coaches should be particularly alert to the proper techniques in handling and disposal of materials.

DEFINITIONS

1. Bloodborne Pathogens means pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus (HBV) and Human immuno-deficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.
3. Contaminated Laundry Means laundry which has been soiled with blood or other potentially infectious material or may contain sharps.
4. Exposure Incident means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
5. Methods of compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
6. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties

Equipment Needed

Water	Trash Cans & Plastic Liners	Disposable Gloves
Baggies	Dust Pans/Brush/Broom	Paper Towels
Hand Soap	Sanitary Napkin Container	Disposal Bags
Towelettes	Mops & Buckets	Utility Gloves

Disinfectant - Should use one or more of these:

- A. Sodium hypochlorite solution (Household bleach)
One (1) part bleach to ten (10) parts water
Ex. 1-1/2 cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.
- B. ViroGuard-Q - Distributed from Health Services.
One (1) oz. of ViroGuard-Q to 128 ozs. of water
ViroGuard-Q is a germicidal product which is to be used on inanimate objects.
ViroGuard-Q is bacteriocidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.
- C. Hydrogen Peroxide 3% - to be used on skin surfaces.
- D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.
- E. Sanitary absorbing agent (e.g. chlora-sorb)

Procedure

1. General
 - A. Wear disposable gloves before making contact with body fluids during care, treatment and all cleaning procedures.
 - B. Discard gloves after each use.
 - C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.
 - D. Discard disposal items (including tampons, used bandages and dressings) in plastic lined trash containers, close bags, and discard daily.
 - E. Do not re-use plastic trash bags.
 - F. Use disposable items to handle body fluids whenever possible.
 - G. Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.
 - H. use general purpose utility gloves (e.g. rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded, if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.
2. Handwashing
 - A. Use germicidal soap and running water. Soap suspends easily removable soil and micro-organisms allowing them to be washed and rinsed away

- B. Rub hands together for approximately ten (10) seconds to work up a lather.
- C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.
- D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.
- E. Use paper towels to thoroughly dry hands.
- F. Use Paper towel to turn water off. Discard paper towel.

3. For Washable Surfaces

(For bottles, dishes, toys, tables, desks, etc.)

- A. Use ViroGuard-Q diluted on (1) oz. to 128 ozs. of water or use household bleach solution diluted one (1) part bleach to ten (10) parts water, mix fresh. Scrub as needed.
- B. Rinse with water.
- C. Allow to air dry.
- D. When bleach solution is used, handle carefully.
 - 1. Gloves should be worn since the solution is irritating to the skin.
 - 2. Avoid applying on metal, since it will corrode most metals.
- E. Toys which are place in children's mouths should be cleaned with water and detergent, disinfectant and rinsed before handling by another child.
- F. All frequently touched toys should be cleaned and disinfected daily.
- G. The use of soft, non-washable toys in classroom should be discouraged.

4. For Floors

- A. Use household bleach solution of one (1) part bleach to ten (10) parts water, mixed fresh or acceptable multi purpose disinfectant.
- B. Use the two (2) bucket system. One bucket to wash the soiled surface and one bucket to rinse as follows:
 - 1. In bucket #1 dip, wring, mop up vomitus, blood.
 - 2. Dip, wring and mop once more.
 - 3. Dip, wring out mop in bucket #1.
 - 4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
 - 5. Mop or rinse area.
 - 6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
 - 7. After spills are cleaned, proceed with #3.
- C. Soak mop in bleach solution after use.

- D. After clean-up is completed, discard bucket #1 contents. Bucket #2 is now bucket #1; mix fresh solution for bucket #2
- E. Disposable cleaning equipment and water should be placed in a toilet or plastic bag, as indicated.
- F. Rinse non-disposable cleaning equipment (dustpan, buckets) in disinfectant.
- G. Dispose disinfectant solution down the drain pipe.
- H. Remove gloves, if worn, and discard in the appropriate receptacle.
- I. Wash hands as described in #2.

5. For Non-Washable Surfaces

(For Rugs and Upholstery, etc.)

- A. Apply sanitary absorbing agent, let dry, vacuum.
- B. If necessary, use broom and dustpan to remove soiled materials.
- C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
- D. Spray soiled area with ViroGuard-Q diluted one (1)oz. to 128 ozs. of water. Air dry.
- E. Clean dustpan and broom if used. Rinse in ViroGuard-Q solution or household bleach solution.
- F. Wash hands as described in #2.

6. For Soiled Washable Materials

(Clothing, towels, uniforms, etc.)

- A. Rinse items under running water, using gloved hands, if appropriate.
- B. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material, must be clearly identified.
- C. Wash hands as described in #2.
- D. Wipe sink with paper towels, discard towels.
- E. Machine wash soiled items separately.
 - 1. If material is bleachable, add 1/2 cup non-chlorine bleach (Clorox II/Borateem) to the wash cycle.
 - 2. Wash in hot water 160 degree F for 25 minutes, using detergent with disinfecting agent.
 - 3. Discard plastic bag.
 - 4. Wash hands as described in #2 after handling soiled items.

7. To Clean Blood or Body Fluid Spills

(Blood from nose, mouth, and skin lesions)

- A. Put on gloves.
- B. Use disposable wipes, cotton balls or gauze pads which have been immersed in 3% peroxide.
- C. Proceed to clean blood spills with the solution soaked material.

- D. Place soiled material in a plastic bag for disposal.
- E. Remove gloves, include with soiled materials and discard.
- F. Wash hands as described in #2.

8. Toileting and Diapering

- A. Toileting and toilet training equipment should be maintained in a sanitary condition.
- B. Diaper changing surfaces should be nonporous and sanitized between used for different children.
- C. Soiled disposable diapers or soiled disposable wiping cloths, should be disposed of in a secure plastic-lined container.
- D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers and environmental surfaces and objects.
- E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.
- F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably dispose of diaper and contents as a total unit.
- G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

9. Potty Chairs

- A. Potty chairs must be emptied after each use into a toilet, cleaned in a utility sink and disinfected after each use.
- B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedure is finished.
- C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or ViroGuard-Q solution.
- D. Wash hands as described in #2.

10. Sleeping Equipment

- A. Each item should be used only by one child.
- B. The sleeping equipment should be cleaned and sanitized prior to assigning to another child.
- C. Crib mattresses should be cleaned and sanitized when soiled or wet.
- D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.
- E. Bedding should be assigned to each child and cleaned when soiled or wet.

11. General Information

- A. CPR - Use disposable mouth piece and/or face shield. (Will be kept in the clinic)
- B. VirGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.
- C. Prepare a "clean-up baggie" by placing a towelette moistened with hydrogen peroxide and place in a baggie. Keep clean-up baggie and gloves in your desk or pocket. Use for recess or duty; if not used, pass it to the next person on the duty schedule.
- D. P.E. teachers, coaches and trainers need "clean-up" baggies ready for use in classes, athletic events, and team practice sessions.
- E. Take "clean-up" baggies and gloves on field trips.
- F. All cleaning supplies must be labeled regardless of container.

12. Personal Hygiene Measures

- A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.
- B. Keep hands and unclean articles or utensils that have been used for bodily purposes by other away from the mouth, eyes, nose, ears, and wounds.
- C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs, or disposable tissues.
- D. Avoid exposure of other persons spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
- E. Wash hands thoroughly after handling another person belongings.

TRANSMISSION CONCERNS IN THE SCHOOL SETTING
BODY FLUID SOURCE OF INFECTIOUS AGENTS

BODY FLUID SOURCE	*ORGANISM OF CONCERN	TRANSMISSION CONCERN
Blood	Hepatitis B. virus	Bloodstream inoculation
— cuts/abrasions	AIDS virus	through cuts & abrasions
— nosebleeds	Cytomegalo virus	on hands
— menses		
— contaminated needle		Direct blood stream inoculation
** Feces	Salomenlla bacteria	Oral inoculation
— incontinence	shigella bacteria	contaminated hands
	rotavirus	
	Hepatitis A virus	

**Urine — incontinence	Cyomegalo virus	Bloodstream, oral & mucus membrane inoculation from hands
**Respiratory Secretions — saliva — nasal discharge	Mononucleosis virus common cold virus Influenza virus	Oral inoculation from contaminated hands
**Vomit	Gastrointestinal viruses, eg. (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B AIDS virus Gonorrhea	Sexual contact

* - This is not an all inclusive list of organisms of concern for transmission in the school setting.

** - Possible transmission of AIDS is currently thought to be of little concern from the sources.

Approved Stonewall Board of Education
February 1, 1993

HEPATITIS B VACCINE CONSENT/REFUSAL FORM

Employee's Name _____ Date: _____

Social Security No. _____ Position _____

I understand that Hepatitis B is a serious disease that can lead to a chronic form of hepatitis which may eventually result in death. I understand that I may be increased risk for contracting the disease by the very nature of my job. Should I contract the disease, I could be potentially infectious, thereby exposing individuals with whom I may have intimate contact (including dental, sexual, to my unborn child should pregnancy occur, etc.).

I understand that although there are risks associated with taking the Hepatitis B vaccine, it does reduce the risk of serious disease should exposure to the Hepatitis B virus occur.

I further understand my decision to take or decline Hepatitis B vaccine will not adversely affect my employment or any benefits available to me through my employment.

_____ I hereby elect to receive the Hepatitis B vaccine series provided to me free of charge by the Stonewall School District and hereby agree to hold the Stonewall School District harmless for any reaction or side effect I may experience from the vaccine.

_____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B. vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature

Supervisor's signature

Vaccine _____
Manufacturer _____

	Date	Site	Lot #	Give by
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Repeat Anti-HB's	_____	Date
	_____	Date
	_____	Date
	_____	Date
	_____	Date
	_____	Date

COMMUNICABLE DISEASE RISK EXPOSURE REPORT

The filling of this report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 1988, Section 1-502.1, et. seq.

EXPOSED WORKER SECTION (Please Print)

1. Employee Name: _____ 2. Birthdate: _____
(Last) (First) (Middle Initial) Mo/Day/Yr
3. Profession/Job Title: _____ 4. Employer/Co. Name: _____
5. Work Site/Telephone: _____ Tel. Ext. #: _____
(Site) (Street Address)
6. Home Address/Telephone: _____
(Street) (City) (Zip) Telephone #
7. Supervisor's Name/Phone: _____ Tel. Ext. #: _____
(Last) (First)
8. Date of Exposure: (Mo/Day/Yr) ___/___/___ 9. Time of Exposure _____ AM or PM (Circle One)
10. Detailed Description of Potential Exposure: _____

11. Exposed Worker ___ has ___ has not completed the full series of Hepatitis B vaccine.
12. Source Person's Name: _____
(Last) (First) (Middle Initial)
13. Disposition of Source Person (include address): _____

=====

TO BE COMPLETED BY EMPLOYER'S DESIGNEE

The employer agrees to be responsible for all reasonable charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:

14. Name _____ 15. _____ 16. ___/___/___
(Please print) Signature (Mo/Day/Yr)

=====

TO BE COMPLETED BY THE EMPLOYER'S PHYSICIAN

_____ In my professional judgement, this was a parenteral, paracutaneous, or significantly cutaneous exposure to blood or other body fluids which has the potential for transmission of a communicable disease such as Hepatitis B, HIV, or meningococcus. Post exposure evaluation procedures and counseling should be provided. The employee has been told about any medical conditions resulting from exposure that requires further treatment.

_____ This incident does not constitute an exposure under the OSHA standard. NOTE: If this exposure does not warrant medical follow-up, please return the form to the Employer's Designee and indicate to that individual why it does not need follow-up.

_____ The employee has received or is beginning the Hepatitis B vaccination series.

17. _____ 18. _____ 19. ___/___/___
Physician's Name (please print) (Physician's Signature) (Mo/Day/Yr)

2.45

CUSTODIAL AND NON CUSTODIAL PARENTAL RIGHTS

It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

RELIGIOUS OBSERVANCES AND DISPLAYS

It is the policy of the Board of Education that no religious belief or non-belief will be promoted by the school district or its employees and none will be disparaged. The district will encourage all students and staff members to appreciate and be tolerant of each other's religious views. The district will use all opportunities to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. Students and staff members will be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it. There will be no benedictions or invocations or other form of group prayer at any school functions or exercises.

The district recognized that one of its educational goals is to advance the students' knowledge and appreciation of the role that our religious heritage has played in the social, cultural, and historical development of civilization.

Therefore, the practice of the district will be:

The several holidays throughout the year which have a religious and secular basis may be observed in the schools.

The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner, and as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, Menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are included Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, Thanksgiving, and Halloween.

The School district's calendar should be prepared so as to minimize conflicts with religious holidays of all faiths.

It is also the policy of this Board of Education that religious literature, music, drama, and the arts will be included in the curriculum and in school activities provided that it is intrinsic to the learning experience in the various fields of study and is presented objectively.

The emphasis on religious themes in the arts, literature and history will be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.

Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about religious theme will be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

It is further the policy of the Board of Education the dedications ceremonies shall recognize the religious pluralism of the community and be appropriate to those who use the facility. An open invitation will be extended to all citizens to participate in the ceremony.

Because the baccalaureate service is traditionally religious in nature, it will be sponsored by agencies separate from the district.

EXTENDED SCHOOL YEAR (ESY) POLICY
STONEWALL PUBLIC SCHOOLS

Funds may be expended for school services for an additional period not to exceed thirty (30) days during the summer months for approved extended school year programs for those children and youth with disabilities who meet eligibility criteria and whose IEP team has determined through a comprehensive gathering of data that regression caused by interruption of the child's educational program, together with limited recoupment capacity, make it unlikely or impossible that the child will recover previously acquired skills within a reasonable period of time.

DEFINITION

Extended school year (ESY) services may be defined as a special education service(s) which is provided by an agency to eligible children and youth with disabilities beyond the regular instructional year as a necessary part of a free appropriate public education required by the individuals with Disabilities Act (IDEA), P>L> 101-476.

PURPOSE

One central purpose of providing ESY services is to prevent or slow severe skill regression caused by interruption of special educational services during the summer months. The purpose of ESY is NOT TO ENHANCE THE PRESENT LEVELS OF EDUCATIONAL PERFORMANCE exhibited by children and youth with disabilities at the end of the regular school year. One important criterion for ESY eligibility is based on a construct of "skill regression and student's limited capacity for recoupment." According to a 1990 Tenth Circuit Court of Appeals Decision, an extended school year must be provided when it is determined by the IEP team that a child has regressed, or is predicted to regress, to such a severe degree in a critical skill area that recoupment of such skill loss following the summer break in programming is unlikely or would require an unusually long period of time to recoup the present level of performance (past the first nine weeks of school).

ESY ELIGIBILITY GUIDELINES

1. Eligibility for ESY service(s) will be determined on an individual basis by the IEP team without regard to category, or class, of disability.
2. ESY service(s) will be provided under the provision of an IEP with the IEP team specifying which long term goal(s) and short term objectives will be implemented in the ESY program.
3. The need for ESY service(s) may be raised at any time by an IEP team member/parent (including during a regularly scheduled IEP meeting) or may be incorporated into the annual IEP review. For a child whose current IEP provides for ESY services, the question of a continuing need for such services will be included in any subsequent meeting held to

review, evaluate and revise the IEP.

4. A 1990 Tenth Circuit Court of Appeals decision suggests that the following factors must be considered by the IEP team in determining eligibility for ESY programming.
 - A. Degree of disability;
 - B. Degree of regression suffered;
 - C. Recovery time from this regression;
 - D. Ability of parents to provide educational structure at home;
 - E. Child's rate of progress;
 - F. Child's behavioral problems;
 - G. Child's physical problems;
 - H. Availability of alternative resources;
 - I. Ability of the child to interact with children and youth who are not disabled;
 - J. Area(s) in curriculum which need continuous attention;
 - K. Child's vocational needs;
 - L. Whether the requested service is extraordinary for the child's disability, as opposed to an integral part of a program for those with the child's disability; and
 - M. Other relevant factors as determined by the IEP team.
5. The IEP team must determine a child's eligibility for ESY services by collecting and analyzing all pertinent data, including, but not limited to, the child's disability, educational history and present educational functioning. The IEP team may review any of the following when determining eligibility.
 - A. Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
 - B. Functional assessments used in natural environments-home, community, work, school;
 - C. Analysis of data collected on a regular basis;
 - D. Evaluations of those area involving related services;
 - E. Parent, student, and/or service-provider information;
 - F. Interviews with teachers and parents on success or potential success of ESY services; and
 - G. Applied behavior analysis to directly assess students' performance of IEP objectives across time.
6. The District and the Co-Op do not construe current Federal, State, or related court findings as requiring ESY services for all handicapped students residing within the District's and the Co-Op's geographic boundary. Therefore, the determination of eligibility and the need for special education during the regular school year does not qualify a student for ESY services.
7. If the student is eligible for ESY one year, that student is not automatically eligible for

ESY services the subsequent year.

ESY SERVICE DELIVERY

1. Duration: The amount of time per day and /or week will be based on the critical skill needs of each individual student.
2. Transportation: Parents will be encouraged to provide transportation to and from ESY site(s) at a District approved reimbursement rate. The terms of the transportation, including any reimbursement, should be written on the IEP.
3. Services: Services will be made available when critical skill regression criteria are met. ESY services may be provided through a variety of service delivery models. While handicapped children are to be served in the least restrictive environment, opportunities for interaction with less or non-handicapped peers during ESY may not be readily available.
4. Student Ratio: Service providers-student ratios will not exceed Oklahoma State guidelines. If needed, a modified program will be requested from the Oklahoma State Department of Education.
5. Salaries: Salaries for direct service providers will be prorated based on the previous year's contract. Salary amounts will be based on actual hours of service rendered. Travel expenses will be reimbursed at the state rate.

ESY PROCEDURES

1. IF the IEP team determines that a student should be considered for ESY service(s) through a collection and analysis of data, a member of the team will complete the ESY REFERRAL FORM, ESY DATA FOR (ACS form #35A), one for each skill being considered by ESY services, will also be completed.
2. A copy of these forms will be forwarded to the Director of Special Services office within 5 days of completion of forms.
3. The Director will review REFERRAL and DATA information and notify parents and IEP team members of a meeting to determine the child's eligibility for ESY service(s) by April 15.
4. The IEP team will meet and determine if a child is eligible for ESY service(s) by completing the EXTENDED SCHOOL YEAR (ESY) ELIGIBILITY CHECK LIST FOR CHILDREN AND YOUTH WITH DISABILITIES.
5. The ESY IEP team conference with parents will be held by May 1, to determine the long-term goals and short-term objectives for the IEP.

6. ESY service(s) will be arranged by May 10.
7. ESY service(s) will begin prior to May 30.
8. ESY service(s) will end six weeks after the start.
9. ESY service(s) provided will be evaluated, reviewed, and summarized by each service provider during the last week in which services are rendered.
10. Summaries will be sent by service providers to Director of Special Services office no later than the first week of August.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

1. GENERAL PROHIBITIONS

A. Unwelcome Conduct of a Sexual Nature.

1. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing", double meanings, and jokes.
2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

B. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. submission to the conduct is made either an explicit or implicit condition of employment;
2. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
3. the conduct substantially interferes with an employee's work performance, or creates and intimidating, hostile, or offensive work environment.

2. SPECIFIC PROHIBITIONS

A. Administrators and Supervisors

1. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
2. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

- ### B.
1. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. REPORT, INVESTIGATION, AND SANCTIONS

- ### A.
- It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy (for Title IX, also).
1. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision.
 2. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 3. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment; the superintendent may, on behalf of the district, retain legal counsel to conduct the investigation.

- C. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

Approved Stonewall Board of Education
June 7, 1993
Amended 03/05/01

2.49 PROFICIENCY BASED PROMOTION

- A. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more area of the core curriculum.
1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example; portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students are able to perform relevant laboratory techniques.
 2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once before the beginning of the school term and at the end of the school term as identified in 70 O.S. 11-103.6:
 - a. Social Studies
 - b. Language Arts
 - c. The Arts
 - d. Languages
 - e. Mathematics
 - f. Science
 3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
 4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as at the end of each school term.
 5. Qualifying students are those who are legally enrolled on the local school district.
 6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
 7. Students will be allowed to take proficiency assessments in multiple subject areas.
 8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
 9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
 2. If the parent or guardian request promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 3. Failure to demonstrate proficiency will not be noted on the transcript.
 4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 5. If proficiency is demonstrated on a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the

requirement for the high school diploma.

6. Units earned through proficiency assessment will be transferrable with students among school districts within the state of Oklahoma.
- C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized instruction
 2. Correspondence courses
 3. Independent study
 4. Concurrent enrollment
 5. Cross-grade grouping
 6. Cluster grouping
 7. Grade/course advancement
 8. Individualized education programs
- E. Public school will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level student satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

Approved by the Stonewall Board of Education.
August 2, 1993

DISABILITY ACCOMMODATIONS

It is the policy of the board of education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities; all complaints will follow the District complaint policy (2.14).

This school district prohibits discrimination in any form against any person, persons, organizations or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purpose of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In determining whether an accommodation would impose an undue hardship, the district will consider:

- a. The nature and cost of the accommodation needed;
- b. The overall financial resources available to the district;
- c. The number and nature of employees at the facility in question.

Approved by the Stonewall Board of Education
October 4, 1993

2.51 RESIDENCY OF STUDENTS

- A. The residence of a student for school purposes is defined by 70 O.S. Supp. 1992, Section 1-113:
1. The school district in which the parents, guardian, or person having the care and custody of the child holds legal residence, if the parents, guardian, or person contributes in major degree to the support of such child; or
 2. The foster home, as defined in Section 25 of Title 10 of the Oklahoma Statutes, in which the child has been placed:
 - a. by the person or agency having legal custody of the child pursuant to a court order, or
 - b. by a state agency having legal custody of the child pursuant to the provisions of Title 10 of the Oklahoma Statutes; or
 3. Any orphanage or eleemosynary child care facility having full-time care and custody; or
 4. Any state-operated institution in which a child has been placed by a parent or guardian or by a state agency having legal custody of the child pursuant to the provisions of Title 10 of the Oklahoma Statutes for care and treatment due to a physical or mental condition of the child; or
 5. The district in which a child who is supporting himself entirely by his own efforts resides and attends school; or
 6. The legal residence of the parents or guardian of a child who has been placed in a public or private residential child care or treatment facility, voluntarily by a parent or guardian, or by court order, or by a state agency having legal custody.
- B. The school district in which a student is presented for enrollment shall verify that the student is either a resident of the school district or is otherwise entitled to attend school in that school district for any other reason authorized by law.
- C. Each school district shall adopt a policy which provides for the procedures and criteria to determine if a student is a resident of the school district. Local board of education policy shall include but, not be limited to, documented evidence provided by the parent, guardian or person having care and custody of the student. Such documentation may include proof of provisions of utilities, payment of ad valorem taxes, local agreements or contract for purchasing/leasing housing. The criteria for residency adopted in such policy shall not be in conflict with statutory provisions relating to the residence of students. Such policy shall provide for educational service for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.

- D. Pursuant to 70 O.S. 18-111, a pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term. [70 O.S., Section 18-111]
- E. A school district may, as part of its procedures for determining student residency, require reverification of student residency at the beginning of each school term.
- F. Procedures for resolving residency disputes are specified in this subsection. Each school district shall designate a residency officer. In addition, each district shall include in their written policy information on how to request a review of a residency dispute and how the residency officer may be contacted. Any question or dispute as to the residence of a student shall be determined by the residency officer pursuant to the following procedures. The principal of each school shall serve as residency officers of the district.
1. If the school district initially denies admittance of a student who claims to be a resident of our district, the parent, guardian or person having care and custody of the student shall be informed that they may request a review of the decision of the local residency officer.
 2. If, during the course of the school year a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in that school until these dispute procedures have been exhausted.
 3. The parent of the student must notify the residency officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review.
 4. The residency officer must render a decision and notify the parent of the decision and reasoning therefor in writing within three (3) school days of the receipt of the request for review.
 5. In the event the parent disagrees with the decision, the parent shall notify the residency officer, with three (3) school days of receipt of the residency officer's decision, who will submit his/her review and all documents reviewed to the local Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The local board's decision shall be the final administrative decision.
 6. 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.

STONEWALL PUBLIC SCHOOLS
STUDENT RESIDENCY REVIEW FORM

Student's full name _____ Date _____

D.O.B. _____

Parent/Guardian's Name _____

Address _____

Person requesting review _____

Does address fall within the boundaries of ISD #30, Pontotoc County YES NO

If no which school district? _____

The above names student IS IS NOT a resident of Stonewall Public Schools, ISD #30,
Pontotoc County, Oklahoma.

Residency Officer Date

**INTERNET AND OTHER COMPUTER NETWORKS
ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Stonewall Public School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
2. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 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;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees
Policy EFBC, Computer Use
Policy EFEA, Using Copyrighted Materials

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

DRUG-FREE SCHOOL ZONE

Stonewall Public Schools, in compliance with HB-1422, has installed six (6) Drug Free Zone signs. Two of these are at the ballpark, two on the Jesse highway, one on Highschool street, and on Ninth street; the following explains HE—1442

Drug-free school zones are areas surrounding each school beginning at the outer-most boundary of the school property and extending 1000 feet from that point. It shall be unlawful for any person to distribute, dispense or possess with intent to distribute a controlled, dangerous substance or imitation controlled dangerous substance, as defined by Section 2-101 of Title 63 of the Oklahoma Statutes, while on any school property used for school purposes which is owned by any private school, public school district, or vocational-technical school district, or within one thousand (1,000) feet of any such school property or while on any school bus owned or operated by any private school, public school district, or vocational technical school district. Any person convicted of violating this section shall be guilty of a felony and shall be sentenced to a term of imprisonment for not less than five (5) years nor more than twenty (20) years and fine of not more than one hundred thousand dollars (\$100,000.00).

It is the policy of the Stonewall Public School District, ISD #30, Pontotoc County, to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possess a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such persons possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers an weapon as defined below:

" ...any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

My student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms as determined by the appropriate principal).

Students with disabilities are subject to this policy and will be subject in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment with administrators prior approval. Administrators may possess firearms on campus for the purpose of protecting the students, and staff during an emergency.

GIFTED EDUCATIONAL PLAN
STONEWALL PUBLIC SCHOOLS
Stonewall, Oklahoma

Introduction

An important goal of the Stonewall Public Schools is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as intellectual, creative, artistic, leadership capacity, in specific academic areas, and who require learning opportunities or experiences not ordinarily provided by the school in order to fully develop such capabilities.

Initiatives to provide those appropriate educational experiences will include:

- * Assessing the instructional level of identified students and considering the unique learning characteristics of each child,
- * Expanding curriculum opportunities to allow gifted students to move through the core curriculum at the appropriate flexible pace,
- * Providing differentiated curriculum to meet unique needs,
- * Appropriately matching the programs and support services to the individual and,
- * Structuring learning environments that address the unique needs of gifted students and accommodate a variety of learning rates and styles.

I. Identification of students for gifted educational programming

A. Site committee on gifted educational programming

1. The committee at each school site may include the coordinator for gifted programming the site principal or designee, teachers, counselors, library/media specialist and others as appropriate.
2. The committee coordinates and uniformly implements the process for identification and communications these procedures to the entire school staff consistent with this Gifted Educational Plan, State Board of Education regulations, and state statutes.

B. Process for identifying students

1. Procedures used in the identification process will be nondiscriminatory with respect to race, economic background, national origin, or handicapping condition.
2. Nominations will be sought from a wide variety of sources.
 - a. Professional educators
 - b. Parents
 - c. Community members
 - d. Peers
 - e. Self

- f. Others as appropriate
3. Data will be collected on nominated students.
- a. Testing Methods
 - (1) Standardized ability tests
 - (2) Standardized achievement tests
 - (3) Creativity tests
 - (4) Student achievement within the curriculum
 - (5) Other as appropriate
 - b. Non-testing Methods
 - (1) Checklists (e.g., Renzullil-Hartman, *Scales for Rating the Behavioral Characteristics of Superior Students*)
 - (2) Student work portfolios
 - (3) Student achievement outside the school*s curriculum
 - (4) Other as appropriate
4. Site committee analyzes data and makes placement decisions.
- a. A score in the top 3% on a state or national standardized test of intellectual ability according to the law of the State of Oklahoma results in automatic placement with parental approval, into appropriate gifted programming options. Students may also be served if they score at the 90th percentile or higher on any subtest of the achievement test.
 - b. Student placement decisions in the capability areas will be based on multiple criteria. No single criterion or cut-off score will be used to exclude a student from needed educational programming
 - c. Uniform identification procedures will be used to identify students for specific gifted educational programming options.
 - d. To Allow for the unbiased assessment of al cultural and economic backgrounds a committee decision for placement may be based on referral, student product or performance appropriate checklists, and other relevant information. The site committee on gifted education may authorize the use of alternative assessment procedures when appropriate for a student.
 - e. With parental approval, placement will be made in programming options appropriate to the student*s educational needs, interests, and/or abilities.
 - f. Instructional useful information about individual students obtained during the identification process will be communicated to the appropriate members of the instructional staff regardless of final placement.
5. Identification of gifted students is an ongoing process extending from grade one through grade twelve.
- a. Opportunities will be provided for students to be considered for placement in gifted programs throughout their school experience.

- b. Identification of students based on a nationally standardized test of intellectual ability will be valid for the student's educational experience.
 - c. student who were identified as gifted and talented in another school district will be considered for identification and placement by the site committee in a timely manner
 - d. Evaluation of the appropriateness of student's placement in gifted educational programming will be ongoing.
 - e. Students may be reproved from a programming option which is not meeting their educational needs following a conference with parents.
 - f. Students whose needs are not met by current placement will be considered for other programming options which may be more appropriate to their needs.
 - g. Strict confidentiality procedures, as elsewhere defined in local board policy, will be followed in regard to records of placement decisions and data on all nominated students.
 - h. Records of placement decisions and data on all nominated students will be kept on file for a minimum of five years or for as long as needed for educational decisions.
6. The identification and placement process includes parental involvement.
- a. Parents will be asked to grant written permission for individual testing.
 - b. An additional evaluation will be available upon parent request.
 - c. Parents will be given written notice that their child has been identified for placement in gifted educational programming
 - d. Parent will be provided with a summary of the gifted educational programming to be offered their child.
 - e. Parents may appeal a placement decision with which they disagree. Appeal will be made to the site committee Further appeals may be made to the district program coordinator.

II. Differentiated Education

- A. Differentiated education includes multiple programming options and curriculum which is modified in pace, breadth, and depth.
 - 1. Programming Options

- a. programming options will be coordinated by the site gifted education coordinator and committee to guide the development of gifted students from the time they are identified through graduation from high school.
 - b. Students will be placed in programming options based on their abilities, needs, and interests.
 - c. Gifted child educational programming is ongoing and a part of the school schedule. Students will be provided an appropriate differentiated education within three weeks of the beginning of the school term.
- 2. Curriculum
 - a. Curriculum for the gifted extends or replaces the regular curriculum
 - b. Curriculum is differentiated in content, process and/or product.
 - (1) Content is differentiated in breadth, depth, and/or pace.
 - (2) Process for gifted students stress creativity and higher level thinking skills.
 - c. Curriculum is planned to assure continuity.
- B. Appropriate learning opportunities will be provided for identified gifted students at each school site through a site development program which is an integral part of the total school program.
 - 1. Every school site will complete a site gifted plan for the following year by April 15 each year.
 - 2. Each site will plan curriculum opportunity to allow students to move through the curriculum at the appropriate flexible pace provide differentiated curriculum to meet unique needs, and facilitate academic/social support.
 - 3. When appropriate, differentiation will occur in content, process, product, and learning environment.
 - 4. Staff development opportunities will be an integral component of the program.
- C. Site plan will include selections from appropriate flexible pacing, enrichment, academic/social support, and staff development The following are some of the components that might be incorporated into the site-based plan:
 - 1. Stonewall Public School Gifted Plan
 - a. Appropriate Flexible Pacing

- * Individualization of Instruction - Instruction of an individual student focused on the specific educational needs of that student.
- * Proficiency Based Promotion - Elementary or secondary students advancing one or more levels in a curriculum area by demonstrating proficiency at the 905 level of designated assessments
- * Early Admission (Kindergarten) - Underage children admitted to a kindergarten program in the school district in which he or she resides based on certain criteria (70 O.S. 1-114).
- * Differentiated or Enriched Classes - Include differentiated curriculum and accelerated content designed for able students. These classes need not be limited to identified gifted students.
- * Independent Study - Individually contracted in-depth study of a topic; also a course or unit of study taken through an individual arrangement
- * Continuous Progress - The content and pacing of curriculum and instruction are matched to students' abilities and needs. Students move ahead on the basis of mastery.
- * Cluster groups - Any classroom with a group of identified able learners purposefully organized to provide planned differentiated instruction most of the time.
- * Instructional Groups - Any group of identified able learners organized to provide planned differentiated instruction in a curriculum area.
- * Cross Grade Groups - Opportunity for a student to work in an advanced grade-level setting with one or more students sharing a similar readiness for the learning task and performance expectations.
- * Curriculum Compacting - A system designed to adapt the regular curriculum to meet the needs of above average students by either eliminating previously mastered work or streamlining work that may be mastered at a faster pace. The time gained may be used to provide students with appropriate enrichment and/or acceleration experiences.
- * Acceleration - Administrative practices designed to allow students to progress throughout the curriculum and/or grade levels at a rate faster than the average.
- * Correspondence Courses - High School courses taken by correspondence through an approved university.
- * Concurrent Enrollment - Qualified students taking college courses concurrently while in high school.

- * Advanced Placemen Courses - College-level courses provided at the secondary level for which students may receive college credit by examination (administered by the Advanced Placement Program of the College Board).
 - * Other
- b. Enrichment
- * Enrichment of content in the Regular Classroom -Experiences provided in regular classroom that are supplemental to the established curriculum and which are purposefully planned with the needs, interests, and capabilities of particular students in mind.

Appropriate enrichment experiences are not a repetition of material.

Learning centers
 Guest speakers
 Independent study
 Library programs
 Other

- * Mentorships - A program which pairs individual students with someone who has advances skills and experiences in a particular discipline and can serve as a guide, advisor, counselor, and role model.
- * Seminars - Special short-term sessions where students focus on one area of study.

PSAT/SAT Workshops
 PACT/ACT Workshops
 Current Economic Trends/Stock Market
 Boys' State/Girls' State
 Goddard Youth Camp (Environmental Science)
 Other Topics of Interest

- * Resource Room - A class for students released from their regular classroom on a scheduled basis to work with a teacher trained in the education of the gifted.
- * Creative and Academic Competitions - Organized opportunities for students to enter local, regional, state, or national contests in a variety of areas. Examples include:
 - Science Fair
 - Stock Market Game
 - Interscholastic Meets
 - Academic Bowl
 - Mathcounts
 - Various Poster Contests
 - Other

- * Interest Groups - Any group organized from one or more classroom~ on the basis of interest in a topic; usually short term in duration.

- * Other

c. Academic/Social Support

- * Guidance and Counseling - Planned activities, sessions, and policies that assist gifted and talented students in planning their academic career in-school and after high school, and that also address the specific social-emotional needs of the gifted including underachievement

- * Dike Talent Search - Conducted by Duke University to identify academically talented youth and inform them about their abilities and academic options.

- * East Central University Talent Search - Conducted by East Central University to identify academically talented youth and inform them about their abilities and academic options.

- * Other

d. Staff Development

- * Examples include:

- (1) Implementation of Stonewall School District Gifted Program
- (2) Components of Appropriate Flexible Pacing
- (3) Integrated Curriculum Units
- (4) Learning Styles
- (5) Higher Level Thinking Skills
- (6) Problem Finding and Problem Solving
- (7) Other

III. Evaluation

A. A systematic plan for on-going evaluation is part of program planning and implementation. An on-going evaluation process will be established by the Local Advisory Committee on Gifted Education. Each site plan will provide an evaluation process. Previous evaluations will be the basis for site planning.

B. Students, teachers, parents, and administrators will annually evaluate gifted educational programming at each school site. Evaluation results will be communicated in a timely and meaningful way to program decision makers at the site level, the district level, and, as appropriate, to students, parents, and the public.

C. The evaluation process assesses each component of gifted educational programming. These include:

1. Identification
2. Instructional program
3. Professional development
4. Teacher selection
5. Community involvement

- 6. Program management
- 7. Evaluation process

- D. The evaluation process will focus upon the appropriateness of educational programming provided for gifted students.
- E. A plan for evaluation will be developed at the time the programming option is planned, specifying data to be collected and personnel responsible for analysis of the data.
- F. Data for evaluation will be obtained from a variety of instruments, procedures, and information sources.
- G. Student progress will be assessed, with attention to mastery of content, higher level thinking skills, and creativity.
- H. Advanced content courses will be noted on student transcripts.

IV. Local Advisory Committee

- A. The Local Advisory Committee members will be appointed by the Board of Education upon the recommendation of the Superintendent. The committee will consist of at least three (3) but no more than eleven (11) members, at least one-third (1/3) of whom shall be selected for the purpose of advocacy for gifted and talented children. (70 O.S. 1210.308 (A))
- B. The Local Advisory Committee Will be de~graphically representative of the community.
- C. The Local Advisory Committee will be appointed no later than September 15 of each school year for two-year terms and will consist of parents of children identified as gifted and talented and community numbers who may be bit are not required to be parents of students within the district. (70 O.S. 1210 308 (A))
- D. The first meeting will be called by the superintendent no later than October 1, of each year. At this meeting, the committee will elect a chair and vice-chair.
- E. The advisory committee will meet at other times during the year as necessary in meeting space furnished by the district. All meetings of the committee will be subject too the provisions of the Oklahoma Open Meeting Act.
- F. The school district will if possible, furnish staff who have training in gifted education for the advisory committee.
- G. The Local Advisory Committee will assist in the formulation of district goals for gifted education, assist in development of the district plan for gifted child educational programming, assist in preparation of the district report on gifted child educational programming, and perform other advisory duties as requested by the Board of Education. (70 O.S. 1210.308 (C))

V. Qualifications and responsibilities of gifted child educational program staff

- A. Qualifications of staff:

1. Teachers hold a valid Oklahoma teaching certificate appropriate to the grade level(s) included in the program.
2. Gifted educational program coordinators hold a valid Oklahoma teaching certificate.
3. Teachers whose duties include direct involvement with gifted a-4 talented students shall participate each year in inservice training or college training designed to educate and assist them in the area of gifted education.
4. Gifted educational program coordinators shall participate in inservice training or college training designed to educate and assist them in the area of gifted education each year.
5. Administrators responsible for gifted educational programming will attend professional development related to the educational needs of gifted student each year.

B. Responsibilities of gifted educational program staff:

1. The superintendent or the district coordinator for gifted educational programming will be responsible for working with the local advisory committee, overseeing the site coordinators and site plans, and filing such reports and information as are required by the State Department of Education relative to gifted educational programming.
2. The principal or site coordinator for gifted educational programming will be responsible for working with the site Committee, coordinating gifted educational programming related to the site gifted plan and completing such reports and information as required by the district coordinator for gifted educational programming.
3. The site committee on gifted educational programming will work with the site coordinator to develop the site gifted plan each year. The site gifted education specialist or designee is responsible for coordinating the site programming options.
4. Under the direction of the district coordinator for gifted education programming, and organizational document will be developed at each site which clearly delineates roles, responsibilities, and coordination procedures in regard to gifted educational programming options.
5. Delivery is addressed by both the regular classroom teachers and the gifted education specialist. The work closely together to implement appropriate flexible pacing, plan enrich-ment, coordinate resources, and facilitate academic/social support when needed.
 - a. The gifted education specialist provides professional support through modeling, consultation, co-teaching, collaborative problem solving, inservice training, and assists classroom teachers in finding and securing resource material and/or resource persons.

- b. The gifted education specialist is responsible for coordinating gifted student identification, monitoring student progress, and record maintenance.
- c. Classroom teachers will have, and provide upon request, documentation demonstrating that curriculum has been and continues to be modified in pace, breadth, and depth.

VI. Budget

- A. The district coordinator for gifted educational programming, in conjunction with the district administration will prepare a budget for gifted educational programming as a part of the site gifted plan.
- B. The district coordinator will compile the site budgets and will prepare, in conjunction with the superintendent and local advisory committee, a district budget for gifted educational programming.
- C. The district budget for gifted educational programming will be prepared on forms required by the State Department of Education and submitted as required.
- D. The budget for gifted educational programming will be approved by the Board of Education before filing with the State Department of Education.

VII. Expenditures Report

- A. An expenditures report for the previous school year will be submitted by the Superintendent to the State Department of Education by August 1 of each year as required by 70 O.S. 1210.307 (D).
- B. The report will outline the expenditures made by the district during that year for gifted child educational programming.
- C. The report will identify expenditures by major object codes and program classifications pursuant to the Oklahoma Cost Accounting System.

Adopted 12/07/81 (SB-214)
Revision of Policy Statement 03-1986
Revision 05-1991
Revised 10/03/94
Revised 06/05/95

2.56 RECYCLING

Stonewall Public Schools intends to comply with the Oklahoma Recycling and Recycled Materials Procurement Act effective June 25, 1993.

The superintendent of schools shall appoint a recycling coordinator for the district.

The coordinator should obtain a recycling catalog from Central Purchasing; whenever purchases are made, the purchase of recycled materials will be made, if practical.

The district will consider taking the following measures to make progress towards complying with the Act:

1. Recycle as many of the following as practical:
 - a. Automotive batteries and tires.
 - b. Scrap metal
 - c. Kitchen grease.
 - d. Cardboard.
 - e. Paper.
 - f. Plastic.
 - g. Glass.
2. Copying on both sides of a sheet of paper when practical.
3. Circulation of one copy of information vs. multiple copies.
4. Purchase products which are non-toxic or of reduced toxicity.
5. Purchase products which use reduced amounts of packaging.
6. Purchase products which are reusable rather than disposable.

A report will be submitted to the Director of Central Services by December 31 on forms provided by the Department

**STONEWALL PUBLIC SCHOOL DISTRICT
ISD # 30**

DRUG AND ALCOHOL TESTING POLICY

STONEWALL ISD DRUG AND ALCOHOL TESTING POLICY

STONEWALL ISD recognizes that the use and abuse of drugs and alcohol in today's society is a very serious problem which has also found its way into the work place. STONEWALL ISD also recognizes the significant threat that a drug-impaired employee working in the transportation industry can pose to the safety of the worker, co-workers and the general public. In order to address the safety threat presented by the problem of drug and alcohol abuse in the transportation industry, the Department of Transportation, and the Federal Highway Administration have established extensive regulations requiring drug and alcohol testing under certain circumstances. In light of the above, STONEWALL ISD has adopted this Anti-Drug Plan to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing and the methods and procedures for complying with the requirements of the regulations.

Additionally, STONEWALL ISD's drug and alcohol testing program is incorporated in an overall Anti-Drug Plan that is designed to create a drug-free transportation industry and provide help to those employees who may suffer from problems with substance abuse. The Plan has been developed in compliance with existing federal regulations in a manner which ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse.

A separate policy defines the employee assistance program of STONEWALL ISD, which is also a part of the mandated requirements. STONEWALL ISD has adopted the following anti-drug program, effective January 1, 1996

I. POLICY

The use, possession, sale or distribution of illegal drugs or drug paraphernalia, or the improper or abusive use of legal drugs, alcohol or other intoxicating substances while on school district property or other work locations and/or during work hours is strictly prohibited.

- A. The above provision is applicable to all STONEWALL ISD employees who perform covered work.
- B. The school district will utilize all reasonable measures to maintain a drug free workplace for its employees, customers, and the general public.
- C. Cooperation and compliance with STONEWALL ISD's Drug and Alcohol Testing Policy (as with all other school district policies and procedures) is a condition of continued employment for all employees involved in safety sensitive positions.
- D. The STONEWALL ISD's Drug and Alcohol Testing Policy is in compliance with the Federal Drug Free Workplace Act of 1988; Federal Highway Administration (FHA) Part 382. All collection and testing procedures will specifically follow the regulations set forth in 49CFR Part 40 for drugs and alcohol.
- E. For the purpose of assuring compliance with the above, both employees and applicants for safety sensitive positions will be subject to drug screening.

II. Safety Sensitive.

The Board of Education of STONEWALL ISD has established the following factors in designating specific positions as safety sensitive.

- A. Drivers of commercial vehicles:
 - 1. With a gross vehicle weight rating of 26,001 pounds or more or combination vehicles (weighing at least 26001 pounds) or

2. Designated to transport 16 or more passengers including the driver, or
3. Transporting hazardous materials in amounts requiring placarding.

III. Responsibilities.

- A. The Board of Education of STONEWALL ISD is responsible for the implementation and conformance of STONEWALL ISD’s drug and alcohol testing policy to 49CFR Parts 40, 382 (this includes any contractor personnel, including subcontractors and anyone employed by a subcontractor are subject to drug and alcohol testing if they perform a covered function); and for record keeping and confidentiality of the drug testing process. (This includes maintaining required records with respect to subcontractors.) In addition they are responsible for observing employee behavior and performance in relation to reasonable cause testing.
- B. Failure to comply with this policy may lead to disciplinary action up to and including termination from employment.
- C. Unless an employee’s physician has advised the employee that the controlled substance they are taking does not adversely affect their ability to safely operate a commercial motor vehicle, an employee should not drive under influence of a prescribed controlled substance. An employee must report the use of all prescribed controlled substances and provide STONEWALL ISD with a written release from their physician which states it is safe to perform the safety sensitive function.

IV. Drug and Alcohol Testing.

- A. Drug screening will be conducted for the following chemicals: Marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. A drug immunoassay screen will have the following thresholds for positive verification:

Marijuana Metabolite	50NG/ML
Cocaine Metabolite	300NG/ML
Opiates	300NG/ML
Phencyclidine	25NG/ML
Amphetamines/Methamphetamine	1000NG/ML

- B. When the initial screen is positive (has exceeded the established screening threshold) a second confirmation test gas chromatography/mass spectrometry (GC/MS) will be completed. The thresholds for positive confirmation for CG/MS are as follows:

Marijuana Metabolite	15NG/ML
Cocaine Metabolite	150NG/ML
Opiates	300NG/ML
Phencyclidine	25NG/ML
Amphetamines/Methamphetamine	500NG/ML

- C. Alcohol testing will be conducted by utilizing an evidential breath testing device (EBT) which meets the requirements established by the conforming products list published in the Federal Register. A reading of .04 or greater on the EBT will result in the necessity of a second test occurring within 20 minutes in order to make a determination of positive.
- D. A second EBT test result of .04 or greater will result in the removal of the individual from the safety sensitive position.

- E. An initial EBT reading of .02 to .0399 will result in a second EBT test within the time frame noted in IV C above. If the second test falls within the same range the individual will be removed from the safety sensitive position until the start of the next regularly scheduled duty period, but not less than 24 hours following the administration of the test.

V. Collection Sites.

- A. Collection sites for drug screening specimen collection will be established by the contractor. Drug testing of the specimen will be provided through an established and accredited laboratory that has completed certification to conduct drug testing by the U.S. Department of Health and Human Services (DHHS) and Substance Abuse and Mental Health Services Administration (SAMHSA).
- B. Alcohol testing will be conducted by a certified Breath Alcohol Technician (BAT)
- C. Strict chain-of-custody practices will be adhered to regarding urine specimen collection, transportation to the laboratory, during laboratory analysis, MRO review and reporting to the school district.
- D. An applicant or employee will be required to sign the necessary drug/alcohol screening consent forms established by the company or authorized by the collection agency. Refusal to sign required drug/alcohol screening consent forms will be considered refusal to submit to a drug/alcohol screening test as a condition of employment and will be considered the equivalent of receiving a confirmed "positive" result for employment.
- E. All urine specimens collected will be split-samples.
- F. An applicant or employee shall be informed of the drug/alcohol screening specimen collection location and time. The applicant or employee shall be responsible for reporting to the collections site, at the scheduled time, with a photo ID, and comply with the directions of the specimen collector.
 - 1. An employee in a designated safety sensitive position who is requested to submit to a drug specimen collection shall be given time off with pay for that purpose.
 - 2. Failure by an applicant or employee to report to the collection site at the scheduled time will be considered refusal to submit to a drug/alcohol screen as a condition of employment or continued employment, and will be considered the equivalent of receiving a confirmed "positive" result. The applicant or employee shall not be utilized in a safety sensitive capacity until cleared by the MRO or SAP.
- G. Negative drug testing report results will be reported to ADTI within 24 hours of specimen receipt at the laboratory. Positive drug testing results will be reported to ADTI within 48 hours of receipt at the Laboratory (unless there is difficulty reaching the person being tested, by the MRO). All tests will be reported by ADTI to the Superintendent of STONEWALL ISD. In no instance will the test go unreported longer than 5 days from the time the specimen is received from the laboratory by ADTI.
- H. Reports of breath alcohol tests will be reported immediately to the safety sensitive employee (SSE) and the employer.

VI. Confidentiality.

Confidentiality will be applied to every aspect of the anti-drug program.

- A. After the MRO contacts the employee to discuss a positive confirmatory test result and a final decision is reached regarding the positive result, Superintendent of STONEWALL ISD shall serve as the sole point of contact with the STONEWALL ISD's Employee Assistance and Drug/Alcohol Testing Program.
- B. All drug and alcohol testing information will receive the highest level of respect in relation to confidentiality. Information regarding an individual's testing results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to the Administrator or the representative of a state agency upon request as part of an accident investigation. Statistical data related to testing and rehabilitation that is not name-specific and training records must be made available to the Administrator or the representative of a state agency upon request.
- C. All records relating to drug and alcohol testing will be kept in a separate, locked file form other employee records.

VII. Notification of Testing.

- A. Notification of the school district's drug and alcohol testing requirement shall be included in announcements or advertisements seeking applicants for all designated safety sensitive positions.
- B. An applicant or employee required to submit to a drug/alcohol screen will be advised of the following:
 - 1. Methods of drug/alcohol screening which will be used;
 - 2. Substances which may be identified;
 - 3. Consequences of a refusal to submit to a drug screening test or of a confirmed positive result, and;
 - 4. Reasonable efforts to maintain the confidentiality of results and any medical information which may be provided.

VIII. Training.

The following conditions establish who may be screened and under what circumstances the drug and alcohol screening may occur:

- A. **Pre-Employment, Pre-Transfer:** An individual offered employment and/or re-assigned to a safety sensitive position shall be required to take and pass a drug and alcohol screening test as a condition for employment or continued employment. (An exemption to this policy would be if the applicant/employee is participation in an appropriate DOT drug and alcohol testing program of another organization; has been involved in such a testing program within the previous 30 days; has been tested in the past 6 months or participating in the drug/alcohol testing program for the last 12 months. Written verification of drug and alcohol testing participation should be obtained for school district files.) Exhibit E addresses information which must be provided.

1. An applicant who receives a confirmed positive drug screen result or the equivalent shall have the offer of employment withdrawn and shall be subject to disqualification from application for company employment for a period of 2 years from the effective date of the disqualifying action.

B. Reasonable Suspicion: An employee in a safety sensitive position may be required to submit to a drug screening test by the Superintendent of STONEWALL ISD, based upon reasonable cause of drug use by the employee as reported by the employee's supervisor. All supervisory employees are required to notify the Superintendent of STONEWALL ISD when reasonable suspicion is presumed.

1. Reasonable suspicion involves a judgement made regarding the employee's behavior, appearance, speech or body odor, or evidence found or reported and may be based on among other circumstances, one of the following:
 - a. Direct observation of specific contemporaneous, articulable behaviors exhibited by the employee which may impair the employee's ability to perform his/her job or which may pose a threat to safety or health.
 - b. Physical on-the-job observation of drug and/or alcohol used by the employee.
 - c. Documented deterioration in the employee's job performance that is likely to be attributed to drug or alcohol use by the employee.
 - d. An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the employee's actions or inactions and/or the employee exhibited behavior indicating illegal drug or alcohol use.
2. Supervisors have the right to ask a current employee in a designated safety sensitive position to submit to a drug/alcohol screening test under the circumstances of reasonable causes as a condition of employment in accordance with items VII and VIII of this policy. Refusal may be grounds for termination. In no instance of refusal for testing shall an individual be allowed to perform a safety sensitive function.
3. Any employee requested to provide a drug specimen under the auspices of reasonable suspicion will be transported to the collection site. All time away from work will be time off with no pay.
4. Under no circumstances will a SSE be allowed to perform a safety sensitive function if they have consumed alcohol within four hours of reporting for duty.
5. If an alcohol test is not administered within 2 hours of this determination, a record should be prepared stating the reasons for not administering the test. Attempts to test should cease at 8 hours and the individual should be removed from the safety sensitive function until they test less than .02 for 24 hours has passed. A written record should be made of the observations.

C. Random testing.

1. At least 50% of the average number of safety sensitive positions will be tested on a random basis annually under the drug testing requirements.
2. Under the alcohol testing requirements at least 25% of the number of safety sensitive positions shall be tested on an annual basis.

3. Random selection will be made through a computerized program.
 - a. By the 15th of each month STONEWALL ISD will make available to ADTI the names and SSN's of all employees to be covered in the random program for the next month.
 - b. The list of persons to be tested for the next month will be created through ADTI's computerized random number program.
 - c. The name of the person identified to be tested will be relayed to the contact person of the employer by the afternoon prior to the test date. The employee will be notified on the morning of the test to report to the collection site not more than 30 minutes plus travel time, prior to the scheduled test time in case of a drug collection. In the case of an alcohol test, the individual shall be tested with 15 minutes prior, during or 15 minutes after performing a safety sensitive function.

D. Post Accident:

1. The following parameters will require drug testing for each employee performing a safety sensitive function and whose performance either contributes to the accident, or cannot be completely discounted as a contributing factor to the accident as soon as possible and not later than 32 hours after an accident. Following are the times when drug testing must occur:
 - a. If the accident involved the loss of a human life.
 - b. If the driver received a citation under State or local law for a moving violation arising from the accident.
2. No driver required to take a post accident test shall use alcohol for 8 hours following an accident or until a breath alcohol test occurs.
3. The SSE who is subject to post accident testing, shall remain readily available for testing. Necessary medical attention may be secured. Failure to remain available can be interpreted as a positive test result.
4. Results of a breath test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and that the results are obtained by the employer.
5. Following an accident all reasonable steps to obtain a urine sample for an employee should be implemented after treating the injury first.
 - a. In case of a conscious but hospitalized employee, the coordinator of Drug/Alcohol Testing at STONEWALL ISD should notify the hospital or medical facility of the need for a sample and, if necessary, refer to the DOT drug testing requirements (Title 49CFR Part 40).
 - b. If an employee is injured or unconscious and unable to consent to the drug test, the medical facility should collect the sample, and retain it until the employee is able to consent. If the employee gives his consent, the sample should be sent to the laboratory for testing. If the employee refuses to be tested, the sample should be discarded and the incident will be treated as a refusal to test. The treating physician should determine if the employee is able to understand a request to provide a sample.

- c. If an employee is conscious, able to understand a request for a sample, and able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that employee's refusal to submit to a drug test will be considered equivalent to receiving a confirmed "positive" test result. That employees shall not be utilized in a safety sensitive capacity until cleared by the MRO/SAP and passed a drug test.
- 6. A breath alcohol test should also be administered in these same circumstances. An EBT test can occur up to 8 hours after the accident/incident and should be obtained as early as possible preferably within 2 hours of the accident.
- 7. Failure to obtain a breath alcohol test within 2 hours and drug test within 32 hours will result in the employer preparing and maintaining on the file a record stating the reasons for not promptly administering a test. Records will be submitted upon request to the Department of Transportation.
- E. Any employee testing positive under the category of random selection, reasonable cause, post-accident or return-to-duty will be immediately removed from performing safety sensitive work and not allowed to return to the safety sensitive position until they have passed a drug and alcohol test and cleared to return to duty by the MRO/SAP.
- F. An employee in a designated safety sensitive position who is removed from the work site pending the results of a drug screening test because the employee is deemed by their immediate supervisor and Superintendent of STONEWALL ISD to pose a threat to safety or health shall be time off without pay.

X. Medical Review Officer (MRO)

- A. The Medical Review Officer is an agent of ADTI. The qualifications and functions of the MRO are contained in ADTI's protocol on MRO responsibilities and qualifications.
- B. All drug test results, whether positive or negative, will be reviewed by the MRO of ADTI.
- C. In the event of a presumptive positive the MRO will contact the person who's specimen it was to determine what medications and or reason the test was returned positive. The MRO, based on this review of the information will make the final determination of confirmed positive or negative. It is only after the MRO review that STONEWALL ISD will be notified of the outcome of the test.

XI. Consequences of a Positive Test.

- A. An employee who receives a confirmed positive drug screen result or the equivalent shall be terminated.
- B. An employee who receives a confirmed positive drug or alcohol test shall be referred to a Substance Abuse Professional for appropriate assessment, education and treatment.
- C. STONEWALL ISD will in no way be responsible for charges arising from any referral services. Employee shall be responsible for any amount not paid for by insurance. Employees should consult their insurance policy for extent of nervous, mental and substance abuse coverage.

XII. Tampering.

Any applicant for a school district position who intentionally tampers with a sample provided for drug screening, violates the chain-of custody or identification procedures or falsifies test results shall have the conditional offer of employment withdrawn. Such actions will be grounds for disqualification for all positions in school district service. Any current employee who intentionally tampers with a sample provided for drug screening, violates chain-of-custody or identification procedures or falsifies a test result shall be subject to dismissal.

XIII. Drug Testing Appeals.

- A. If an employee or applicant challenges the validity or accuracy of the confirmed positive result, they may appeal in writing to the MRO within 72 hours of the employee/applicant having been notified of the positive result. All positive urine samples will be kept at the laboratory for a period of one year, and at the employees request may be kept longer. The MRO and Drug Screening Coordinator should be notified of the appeal request so that arrangements for a second analysis process can be initiated on the split sample.
- B. The employee will be responsible for associated retest costs in advance will be reimbursed by STONEWALL ISD if the retest is negative.
- C. Requirements for retention of samples and retesting are specifically spelled out in ADTI's protocol for drug testing.
- D. The MRO will have discretion to authorize a retest by the original or a different laboratory on the split specimen, if it is determined that the technical standards established for test methods or chain-of-custody procedures were violated in deriving a confirmed positive result or has other appropriate cause to warrant a retest.

XIV. Record Keeping.

- A. Records relating to drug/alcohol testing will be maintained as confidential, available only on a strict "need to know" basis. Records will not be kept in an employee's personnel file. Information regarding an individual's drug and alcohol testing results or rehabilitation may be released only upon written consent of the individual EXCEPT:
 - 1. Such information must be released regardless of consent to a government agency as part of an accident investigation.
 - 2. Such information may be disclosed regardless of consent in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual and arising from a verified positive drug/alcohol test.
- B. Records will be maintained according to mandated requirements.

XV. Policy Changes.

Any changes made by STONEWALL ISD to this policy will be conformance with stated regulations.

EXHIBITS

(EXHIBIT A)

STONEWALL ISD
MANDATORY REFERRAL
AND
RELEASE OF INFORMATION

As an employee of STONEWALL ISD, I understand that I have been referred to the STONEWALL ISD's Employee Assistance Program (EAP). I understand that I must:

- { } Contact the EAP counselor (SAP) within 48 hours of time designated below.
- { } Provide a drug specimen within 24 hours.
- { } Submit to a breath alcohol test.

A signed copy of this waiver will be presented to the drug/alcohol consortium as notification that I am a referral from STONEWALL ISD. This form will serve as notice that information may be released to the Superintendent of STONEWALL ISD. Only information regarding my notification of the EAP counselor or SAP, confirmation of face-to-face assessment, confirmation of admittance, including date and estimated length of stay, to an appropriate treatment program, confirmation of attendance at all scheduled treatment appointments, successful completion of the treatment program or drug and/or alcohol test results may be released to the Superintendent.

I understand that if I do not follow the directions checked above and provide confirmation of attendance and completion, that I may be subject to disciplinary action up to and including discharge of employment with STONEWALL ISD.

Likewise I understand that if I am required to submit to a drug and/or alcohol test and fail to do so that I may be subject to disciplinary action up to and including discharge of employment with STONEWALL ISD.

Name of Employee _____

Social Security Number: _____

Signature of Applicant or Employee	Date
------------------------------------	------

Referring Supervisor	Date
----------------------	------

Superintendent	Date
----------------	------

	Time
--	------

(EXHIBIT B)

SAFETY SENSITIVE POSITIONS
STONEWALL ISD

SAFETY SENSITIVE- The Board of Education of STONEWALL ISD has established the following factors in designation specific positions as safety sensitive. The number of safety sensitive positions may increase further as criteria are established by the Board of Education of STONEWALL ISD.

1. Drivers of commercial vehicles:
 - a. With a gross vehicle weight rating of 26,001 pounds or more or combination vehicles (weighing at least 26,001 pounds) or
 - b. Designated to transport 16 or more passengers including the driver, or
 - c. Transporting hazardous materials in amounts requiring placarding.

Additional safety sensitive positions may be identified as further criteria are established or new mandates are implemented. Any employee who occupies added safety sensitive positions would be notified in writing of the change.

(EXHIBIT C)

STONEWALL ISD

AFFIRMATION OF
DRUG AND ALCOHOL TESTING POLICY

As an employee in a safety sensitive position, I affirm that I have received, read and understand the STONEWALL ISD's Drug and Alcohol Testing Policy, I am aware that I may be required to undergo a drug and/or alcohol screen based upon reasonable suspicion; that I will be informed prior to the drug/alcohol screen; and, that I may be referred to an education and treatment program depending on the results of the drug/alcohol screen. I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the school district.

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

DATE

STONEWALL ISD REPRESENTATIVE

DATE

(EXHIBIT D)
(APPLICANT)

STONEWALL ISD

AFFIRMATION OF
DRUG AND ALCOHOL TESTING POLICY

STATEMENT OF POLICY

STONEWALL ISD is committed to ensure a safe and drug and alcohol free workplace for all school district employees and the general public. As a public employer, the school district has a compelling interest in establishing reasonable condition of employment. Prohibiting employee drug/alcohol use is one such condition.

STONEWALL ISD is concerned with the well-being of its employees and the need to maintain employee productivity. The intend of the STONEWALL ISD's Drug and Alcohol Testing Program is to offer a helping hand to those who need it, while sending a clear message that any illegal drug or alcohol use is contradictory with public services and **WILL NOT BE TOLERATED!**

It is the policy of STONEWALL ISD that all applicants, for safety sensitive positions, who receive a conditional offer of employment submit to a drug and alcohol test to document they are drug and alcohol free. Refusal to comply with this requirement will be considered the equivalent of receiving a confirmed "positive" result for employment and disqualification purposes. Any applicant who receives a confirmed "positive" drug screen result will have the offer of employment withdrawn and will be subject to disqualification from other application for school district employment for a period of two years from the effective date of the disqualification action.

AFFIRMATION OF POLICY

As an applicant for a position, I affirm that I have read and understand the STONEWALL ISD's Free Workplace Statement of Policy noted above, and I am aware that any offer of employment is conditional upon my taking a drug and alcohol test and the results thereof. If hired into a position for STONEWALL ISD, I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the school district.

APPLICANT NAME (PLEASE PRINT)

APPLICANT SIGNATURE

DATE

STONEWALL ISD REPRESENTATIVE

DATE

(EXHIBIT E)

STONEWALL ISD
RELEASE OF INFORMATION

I hereby authorize _____ to release information related to my participation in the alcohol ___ and/or drug testing ___ program of said organization to _____.

Signature of applicant

It has been brought to our attention that _____ has participated in the alcohol testing ___ and/or drug testing ___ program. Under the auspices of 49CFR 382, et.al., Subpart C 382.301 (b) and we are requesting the following information in order to establish our need to require this applicant to take an alcohol and/or drug test prior to employment.

Name and address(es) of the program(s)

DRUG TESTING PROGRAM

ALCOHOL TESTING PROGRAM

The driver did/did not participate in the alcohol testing program.

The driver did/did not participate in the drug testing program.

The alcohol program conforms to the testing requirements of 49CFR Part 40.
___Yes ___No.

The drug testing program conforms to the testing requirements of 49CFR Part 40.
___Yes ___No.

The driver is qualified under these rules and has not refused to be tested for alcohol or controlled substances.
___Yes ___No.

Date the driver was last tested for controlled substances:_____.

Date the driver was last tested for alcohol:_____.

Please attach a copy of the results of any test taken within the previous six months and any violations of prohibitions related to alcohol and controlled substance usage. (Total number of results attached_____. Total number of violations attached_____.)

Signature of Responsible Party

(EXHIBIT F)

STONEWALL ISD
Reasonable Suspicion Report Form

Employee's Name: _____

Department: _____ Social Security Number _____

Date behavior observed: _____

Time Observed: From _____ am/pm to _____ am/pm

Location where employee was observed: _____

Behavior Observed: (Check all items which apply)

Speech: Normal___ Incoherent___ Confused___ Slurred___ Whispering___ Silent___ Loud___
Rapid___ Cursing___

Balance: Normal___ Staggering___ Swaying___ Falling___

Eyes: Normal___ Reddened (bloodshot)___ Pupils Dilated___ Pupils Constricted___

Walking and Turning: Normal___ Stumbling___

Arms raised for Balance___ Reaching for Support___

Lack of Coordination___

Awareness: Normal___ Confused___ Sleepy___ Paranoid___

Comments of employee (please quote remarks, admissions, etc.) Which are pertinent; such as swearing, cursing.

Other observed actions or behavior (i.e., odors, vomiting, coughing, gagging, crying, etc.):

Supervisor

Date

This report must be prepared every time an employee is suspected of drug or alcohol use by actions, appearance, or conduct while on duty. This form must be completed within 24 hours or before test results are released.

DEFINITIONS
FOR
STONEWALL ISD
DRUG AND ALCOHOL TESTING POLICY

ACCIDENT - An incident reportable under 49CFR Part 382, and 391.

AIR BLANK - A reading by an EBT of ambient air containing no alcohol. (In EBT's using gas chromatography technology, a reading of the device's internal standard.)

ALCOHOL - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

ALCOHOL CONCENTRATION - Means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

ALCOHOL USE - The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

APPLICANT - An individual offered employment in, or being promoted or transferred to a safety sensitive position.

AUTHORIZED SUBSTANCES - Include only (1) lawful over-the-counter drugs (excluding alcohol) in amounts as specifically directed by the manufacturer.

BREATH ALCOHOL TECHNICIAN (BAT) - An individual who instructs and assists individuals in the alcohol testing process and operated at EBT.

COLLECTION SITE AGENCY - A facility designated by ADTI as the collection site for drug screening samples (urine) and breath alcohol testing. For purposes of this policy, the collection site is not the testing laboratory.

STONEWALL ISD PROPERTY - All areas in which STONEWALL ISD operates including actual premises, parking lots, owned or leased equipment, lockers, desks, work areas and buildings, storage facilities, etc.

DRUG - Any chemical substance that, when consumed, tends to produce a physical, mental or emotional change.

DRUG SCREENING - Procedure to eliminate negative urine specimens from further considerations.

DRUG TESTING - An analytical procedure which identifies the presence of a specific drug or metabolite and which uses a different chemical principle from that of the initial test to insure reliability and accuracy. At this time gas chromatography/mass spectrometry (GC/MS) is the accepted standard confirmation method for cocaine, marijuana, opiates, amphetamines and phencyclidine.

EVIDENTIAL BREATH TESTING DEVICE (EBT) - An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

ILLEGAL DRUGS - Urine samples from applicants and employees will be screened in all cases to identify the following classes of substances:

THRESHOLD FOR
POSITIVE VERIFICATION
IMMUNOASSAY SCREEN

Marijuana/Metabolite	50 NG/ML
Cocaine Metabolite	300 NG/ML
Opiates	300 NG/ML
Phencyclidine (PCP)	25 NG/ML
Amphetamines/Methamphetamine	1000 NG/ML

When the initial screen is positive (has exceeded the established screening threshold) a second confirmation test gas chromatography/mass spectrometry will be completed. The thresholds for positive confirmation for GC/MS are as follows:

Marijuana/Metabolite	15 NG/ML
Cocaine Metabolite	150 NG/ML
Opiates	300 NG/ML
Phencyclidine (PCP)	25 NG/ML
Amphetamines/Methamphetamine	500 NG/ML

IMPAIRED - Under the influence of an illegal or legal drug whereby the employee's senses (i.e. sight, hearing, balance, reaction, reflex) or judgement are affected.

LEGAL/PRESCRIBED (MEDICATION) DRUGS - Drugs an individual may be taking under the direction of a licensed physician to address a specific physical, emotional or mental condition.

MEDICAL REVIEW OFFICER (MRO) - A licensed physician who reviews and interprets positive results of confirmatory tests and evaluates those results together with medical history or any other relevant biomedical information to confirm positive results. This person has knowledge of substance abuse and appropriate medical or forensic training.

(CONFIRMED) NEGATIVE RESULT - No detection of an illegal substance in the pure form of its metabolites at or above the threshold level by a drug screening test.

(CONFIRMED) POSITIVE RESULT - The detection of an illicit substance in the pure form of its metabolites at or above the specified threshold by two consecutive drug screening tests which employ different test methods and which was not determined by the appropriate medical, scientific, professional testing or forensic authority to have been caused by alternate medical explanations or scientifically insufficient data. All positive results are intensively reviewed by a Medical Review Officer.

REASONABLE SUSPICION - Involves a judgement made regarding the employee's behavior, appearance, speech or body odor, or evidence found or reported and may be based on, among other circumstances, one of the following:

1. Direct observation of specific, contemporaneous, articular behavior exhibited by the employee which may impair the employee's ability to perform his/her job or which may pose a threat to safety or health.
2. Physical on-the-job observation of drug and/or alcohol use by the employee.
3. Documented deterioration in the employee's job performance that is likely to be attributed to drug or alcohol use by the employee.
4. An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the employee's actions or inactions and/or the employee exhibited behavior indicating illegal drug or alcohol use.

SAFETY SENSITIVE - The Board of Education of STONEWALL ISD has established the following factors in designating specific positions as safety sensitive. The number of safety sensitive positions may be increased as further criteria are established by the Board of Education of STONEWALL ISD.

1. Drivers of commercial vehicles:
 - a. With a gross vehicle weight rating of 26,001 pounds or more or combination vehicles (weighing at least 26,001 pounds) or

- b. Designated to transport 16 or more passengers including the driver or
- c. Transporting hazardous materials in amounts requiring placarding.

SUBSTANCE ABUSE PROFESSIONAL (SAP) - A licensed physician (Medical Doctor or Doctor of Osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

TESTING LABORATORY - A laboratory certified by the Department of Health and Human Services and the National Institute of Drug Abuse to perform drug testing of urine specimens obtained at the collection site.

STONEWALL ISD

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The STONEWALL ISD has the responsibility of providing a safe, healthy and efficient work environment for all safety sensitive employees. In an effort to enhance the personal well being of the STONEWALL ISD employees and their immediate family members and to contain the rising health care premiums of its work force, the Board of Education of STONEWALL ISD has chosen to make an Employee Assistance Program (EAP) available to all safety sensitive employees and their family members.

POLICY

the Board of Education of the STONEWALL ISD will provide an Employee Assistance Program for all safety sensitive employees and their family members.

- A. The EAP will be available for use on a voluntary basis as well as for mandatory referrals.
- B. The EAP will provide assessment and referral services.
- C. The EAP will offer thorough and complete confidentiality.
- D. The Superintendent of STONEWALL ISD shall be responsible for oversight and maintenance of the EAP and will provide high level direction and promotion of the EAP.
- E. The EAP will provide training and education for all safety sensitive employees on how to utilize the program and will provide additional training and education for supervisors who will be allowed to make mandatory referrals.

VOLUNTARY REFERRAL

The EAP will be available to all safety sensitive employees and immediate family members to utilize at their own discretion as needed. Unlimited access is available. This process will involve the employee or family member merely dialing the 800 number and discussing the problem with a mental health professional. If requested by the caller and/or if appropriate, a referral will be made to appropriate resources to deal with the problem.

MANDATORY REFERRAL

Mandatory referrals may be made to the EAP by the supervisors of STONEWALL ISD. A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee. If a mandatory referral is made by a supervisor, the referral form shall be completed by the supervisor, signed by the employee and the form forwarded to the Superintendent of STONEWALL ISD (see exhibit "A"). Superintendent of STONEWALL ISD will contact the EAP counselor to alert them to the required contact. The employee will have 48 hours from after signing the referral form to contact an EAP counselor by calling the 800 number and setting up a face-to face meeting with appropriate referral sources. The EAP counselor will confirm contact from the employee by notifying the Superintendent of STONEWALL ISD. Failure to contact the EAP counselor within 48 hours without just cause may be grounds for disciplinary action, including termination.

In case of a mandatory referral for drug testing, the supervisor will accompany the employee to be tested to the testing site.

CONFIDENTIALITY

The Employee Assistance Program Administrator shall maintain only those records necessary to comply with the program. After a supervisor refers an employee to the EAP, the EAP will maintain all records necessary to carry out its duties. All medical and/or rehabilitation records concerning the employee's problem, including the employee's identity, diagnosis, prognosis, or treatment are confidential and may be disclosed only when authorized through written consent of the employee.

LEAVE ALLOWANCE

A. VOLUNTARY REFERRAL

Employees will be allowed to utilize their accrued sick leave or accrued vacation leave to voluntarily access the EAP, should such appointment(s) be necessary during their normal working hours. STONEWALL ISD would encourage employees to pursue assessment and counseling during off duty hours whenever possible.

B. MANDATORY REFERRAL

Employees' vacation and sick leave will be used for referral and assessment sessions which are mandated by the employee's supervisor, or the Superintendent of STONEWALL ISD. Further, counseling activities beyond referral and assessment will be the responsibility of the employee.

TRAINING AND EDUCATION

The EAP will provide an initial training and education program for employees to familiarize them with the program and its process. ADTI will provide training and education for supervisors to provide background on drugs and information for appropriate mandatory referrals through documented job performance incidents. As a result of this training, a supervisor may determine whether an employee may be drug tested for reasonable cause.

MEDICATION RELEASE STONEWALL PUBLIC SCHOOLS

Student: _____ Date of birth, or age: _____ Grade: _____

Teacher/Classroom: _____

TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER

Reason for medication: _____

Name of Medication: _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (schedule and dose to be given at school): _____

Start: date from received Other date: _____

Stop: end of school year Other date/duration: _____

For episodic/emergency events only

Restrictions and/or side effects: None anticipated

Yes. Please describe: _____

Special storage requirements: None Refrigerate

Other: _____

This student is both capable and responsible for self-administering this medication:

No Yes-Supervised Yes-Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On back of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____

Address: _____ Phone #: _____

To the parents or school: Please report any concerns or questions about medications or disease to this physician.

TO BE COMPLETED BY THE PARENT OR GUARDIAN

I give release for _____ to receive the above medication at school according to standard school policy. I understand that I initially must bring the medication in it's original or current container received from the pharmacy.

Date: _____ Signature: _____ Relationship: _____

Date form received by the school: _____

STUDENT/SELF ADMINISTRATION OF MEDICINE
Senate Bill 343 effective 4-28-2003

SB-343 provides:

- Permits self-administration of inhaled asthma medication by a student.
- Requires authorization by a parent or guardian in writing to the school.
- Requires a written statement, provided by parent or guardian, from the physician treating the student that the student has asthma and is capable of self-administration of medication.
- Requires the parent or guardian of the student to provide the school an emergency supply of the student's medication.
- Inform the parent or guardian of the student, in writing, that the school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

.....

Date

TO:
STONEWALL SCHOOL ADMINISTRATOR:

_____ is authorized by me to self-administer medication for asthma inhalers.

Parent or Guardian

NOTE:

Attached is the written statement, provided by me, from the treating physician stating that the student has asthma and is capable of self-administration of medication. (Both parent or guardian signature and physician's statement is required).

(SB 343 Adopted 8-4-03)

Reason For Suspensions:

Any student possessing a firearm while in school or school-sponsored transportation, on the school campus, or at any of-campus school activity will be suspended from school for not less than one full calendar year, subject to possible modification by the superintendent or board of education

Any student guilty of immorality or a violation of school regulations other than possession of a firearm may be suspended, which suspension shall not extend beyond the current school semester and the succeeding semester. Provided, a student suspended shall have a right to appeal that decision as noted below.

Alternatives:

Prior to imposing a suspension, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not considered to be suspensions, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Extracurricular Activities:

A student will not be allowed to practice for or participate in any extra-curricular activity during a suspension.

Education Plan:

A student suspended for more than five school days shall be given, to be effective on the sixth day of the suspension, an educational plan for the core units of instruction. A written copy of the plan shall be given to the parents or guardian, who shall be responsible for placing the student during the suspension in a supervised, structured environment and monitoring student compliance with the education plan. The plan shall address the academic credit that may be earned by the student during the suspension.

Short-Term suspensions (Ten School Days or Less):

If a Principal determines that a suspension may be imposed for alleged misconduct, and that if indeed a suspension is imposed it would not exceed ten school days, the Principal shall provide the student with an informal hearing prior to any such suspension. In the hearing, the principal will a.) inform the student orally or in writing of the alleged misconduct and the evidence supporting the charges, and b.) Give the student an opportunity to admit or deny the alleged misconduct and, if the student denies committing the offense, give an oral response to the charges. If the Principal determines after such an informal hearing, which may occur soon after the alleged misconduct is reported to have occurred, that cause for suspension exists, the Principal may suspend the student for ten school days or less.

If a short-term suspension is imposed, the Principal shall inform the parent, guardian, or student 18 year of age or older in writing of the decision, the reason for the suspension, and the right for a review of that decision by the Board of Education. The notice will provide that any notification of an appeal must be made in writing within two school days after receipt of the notice of suspension. Failure to present a written notification to the Principal or superintendent within this time period shall be a waiver of the student's right to a review by the Board of Education.

If a review is requested, an appeal committee of administrators and teachers shall review the information presented at the hearing before the principal, make a decision as to the guilt or innocence of the student, and vote to uphold, reverse, or modify the suspension imposed by the principal. The parent shall be notified of the decision in writing, which shall be final district action on the suspension.

Long-Term Suspension:

If the Principal determines a long-term suspension for more than ten school days should be recommended, the Principal shall implement a ten-day suspension in accordance with the procedures to be followed for a short-term suspension, and, give the student's parent or guardian or the student who is 18 years of age or older written notice of the alleged misconduct, the nature of the evidence supporting a recommendation for a long-term suspension, and the right of the student to present written and testimony evidence at a hearing on the proposed long-term suspension before the Board. The parent, guardian or student 18 years of age or older must request a hearing within two school days after receipt of notice of a recommendation for a long-term suspension. Hearing notification must be made in writing and be submitted to either the Principal or the Superintendent. Failure to request a hearing within this time period shall constitute a waiver of the student's right to a hearing.

If notification of a hearing is received, the Board shall conduct the hearing on or before the tenth school day of suspension unless the student has either returned to class after the tenth day of suspension or the parent, guardian or student 18 years of age or older has agreed to continue the hearing. After the hearing, the Board shall announce a verbal decision. The Board will also mail a written decision to the parent, guardian, or student over the age of 18 years.

Approved by Board action January 4, 2010

MULTI-PURPOSE BUILDING USE RULES

1. Schedule event on High School calendar with High School Principal as per school policy.
2. High School Principal's office completes MP form. One copy is given to the person responsible for the event and one copy to the maintenance and operation personnel. The form shall have the date, type of event, who is in charge, etc.
3. Person responsible for event obtain keys from superintendent's office prior to event. (Form shall be presented to receive keys).
4. At the conclusion of the event, all articles, trash, etc. shall be removed and building shall be cleaned up to equal the condition prior to the event or pay \$50.00.
5. The form and keys shall be returned to the superintendent's office the next morning after the event; any problems (electrical, water, heat, or anything broken) shall be reported on the form.
6. This building is reserved for the exclusive use of residents of the Stonewall School District I30, unless prior approval of the Board of Education is received.

remember: this is your building--please help us take care of it!

STONEWALL PUBLIC SCHOOLS
MULTI-PURPOSE BUILDING USE FORM

Date of Request: _____

Date Needed: _____

School organization requesting use: _____

If individual – are you a resident of the Stonewall School District I-30: [] Yes [] No

Person responsible for keys: _____ Phone #: _____

Address: _____ City: _____ State: _____

[] Is event on the School Calendar?

Signature of Principal

Date keys picked up: _____

Date keys returned: _____

Please report any problems with building:

Comments:

Remember: this is your building — please help us take care of it!

Amended 10-7-03

2.61

STONEWALL PUBLIC SCHOOL
1998-1999 Extended Day K-6 Program
3:00 p.m. until 6:00 p.m.

Students enrolling in the Stonewall Extended Day Program for grades Kindergarten through sixth from 3:00 p.m. until 6:00 p.m. must be students of Stonewall Public Schools. This program is designed to help working parents by providing a safe, supervised place for their children after school.

The cost for this program is one dollar (\$1.00) per day per child. In order to minimize the paper work associated with the cost, we are asking that parents pay in advance at the beginning of each month for participation a twenty (\$20) dollar minimum. This cost will be used to pay for a daily snack (milk & cookie, etc.) and the additional personnel cost associated with the program. Consideration for a fee wavier will be given for children who qualify for free and/or reduced lunches, if requested by the parent.

This program will begin August 12, 1998; this program will only be available to students when school is in session. On days school does not meet, the school will not be open for this program.

If you are interested in utilizing this program, the attached enrollment form shall be completed prior to the student's first day in the program--this information is critical for the program.

If you have questions regarding this program, please call me at (580) 265-4241 or Mr. Campbell at (580) 265-4243 or come by the school.

Sincerely,

Floyd H. Gibson
Superintendent

August 12, 1998

Dear Parents:

The Stonewall Extended Day Program will begin Wednesday, August 12, 1998. The Callie Davis Cafeteria will be open at 7:15 every morning; you may bring your child each morning that will be a school day and someone will be there to supervise them until school is opened at 8:00 a.m. There will be no charge for this service; the After-School Program will be from 3:00 until 6:00 p.m.; these students will be in the Library-Media Center of the Elementary School. The cost will be \$1 per child per day. Each parent will be requested to pay \$20 per child in advance to enroll in this program. If requested by the parent, free and/or reduced students may be exempted from this fee.

The program is provided only for working parents for students enrolled full-time in Pre-K through Sixth grades at Stonewall Public School.

Respectfully,

Roy O. Campbell
Elementary Principal

STONEWALL PUBLIC SCHOOLS

Extended Day Program

Enrollment Form

Date_____

Name/s of child or children_____

Address_____

Home Telephone_____ Grade/s_____

Name of father_____

Employer_____ Work telephone_____

Working schedule (hours)_____

Name of mother_____

With whom does this child reside?_____

Emergency name and telephone_____

If an emergency occurs and you cannot be reached, does the school have your permission to take your child to the doctor?_____

Name of people (include telephone numbers) other than parents who have permission to pick up your child: _____

Hours you will need this service after school:_____

STONEWALL PUBLIC SCHOOL
OPEN TRANSFER POLICY
TRANSFERS AND ASSIGNMENTS

It is the policy of the Stonewall Board of Education that any application for transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning January 2 and ending January 30 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having custody of the student.

By March 1, the superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer no later than June 1. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs.
2. Staffing Availability.
If accepting the transfer will require the addition of personnel, the transfer application will be denied.
3. Space limitations
4. Disciplinary Record.
Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's disciplinary records, as to whether a transfer will be approved or denied. As a general rule, students with discipline records or those deemed "not in good standing" at their former school will not be approved for transfer to this district.

On or before June 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A student granted a transfer may continue to attend school in this district unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before March 1, provided the student shall be entitled to continue attending school in this district until the end of the school year.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;

2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities; or,
5. The concurrence of both the sending and receiving school districts.

A child who has reached the age of four (4) on or before September 1 of the school year, and resided in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

Any brother or sister of such transferred student may attend the same said school system.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

INVESTMENT OF SCHOOL FUNDS

The board of education believes that sound money management includes the proper investment of funds. The board shall set aside from the operating account to be deposited in an investment account.

The school district treasurer shall be required to satisfactorily complete an investment education program approved by the State Department of Education. Such program shall be designed to allow treasurers to make informed decisions regarding the safety, return, liquidity, costs and benefits of various investment options allowed by state law.

When making investments the district treasurer shall consider liquidity, diversification, safety of principal, yield, maturity, quality of the investment instrument, and capability of the investment management. The primary emphasis shall be on safety and liquidity of the investment funds.

The school district treasurer is directed to consider investment of such funds the best choice possible:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the United States Government or State of Oklahoma is pledged.
2. Certificates of deposit of banks when such deposits are secured by acceptable collateral for the deposit of public monies.
3. Savings accounts of saving certificates to the extent that such accounts or certificates are fully insured by the United States Government.
4. Repurchase agreements that have underlying collateral of the United States Government or the State of Oklahoma.
5. County, municipal or school district direct debt obligations for which ad-valorem tax may be levied.
6. Money market mutual funds regulated by the Securities and Exchange Commission.
7. Warrants, bonds or judgements of the school district.

These funds are to be invested with a financial institution as defined in state school law. Competitive bidding shall be utilized in the investment of school funds.

Interest income received from investment of such monies may be placed in the General fund to be used for general operations, the Sinking Fund or the Building Fund from which the investment was made. The income from such investments is to be placed in the funds as determined by the board of education.

At the discretion of the board, a qualified pooled investment program that has been approved by the State Department of Education may be used for district investments.

The board will review the investment performance of the district treasurer or the pooled program on a regular basis and no less than once each month.

**STONEWALL PUBLIC SCHOOL
FUND RAISER FORM FOR BOARD APPROVAL**

Group or organization requesting fund raiser approval: _____

Description of fund raiser: _____

Date of fund raiser: _____

Person requesting fund raiser: _____

Signature of Sponsor: _____ (No fund raiser will be approved without the signature of an adult sponsor)

If involving Elementary students; Elementary Principal approval: _____

Signature of High School Principal

On school calendar YES [] NO []

Approved []
Denied [] By Board Action on: _____

Steps for fund raiser to be on Board agenda:

1. Obtain fund raiser form.
 - A. You may obtain form from the principal’s office or office of the superintendent
2. Have approval date put on the official school calendar in the high school and have the principal sign the form.
3. Bring signed form to the superintendent’s office to be placed on the next Board agenda for approval.

VOCATIONAL AGRICULTURE/4-H GUIDELINES AND POLICIES

1. Students are expected to own, care, and manage their animal projects; ownership is determined by purchase or possession thirty (30) days prior to the Stonewall Show. Students must own projects 120 days prior to the State shows.
2. Students are expected to groom their own animals, with the help of their immediate family, other Stonewall parents, 4-H leaders, or Vo-Ag instructor.
3. Students, as a part of learning to maintain responsibility, should be present and take part at any time that their projects are being groomed, washed, weighed, or any surgery is performed. Exceptions would be students younger than nine (9) years of age; in this case, the parents should be present for them.
4. Students are expected to do their own treatment for injury, vaccination, castration, blood testing, dehorning, docking, or tattooing their animal projects with the help of their parents, 4-H leader, Vo-ag instructor, as well as their veterinarian. A licensed veterinarian of choice shall provide animal health certificates.
5. Students shall follow the designated rules for each show and every level of show as well.
6. Students and/or parents shall be responsible for weighing their own animals and submitting their weight cards at shows; students are responsible for paying and sending their own entries to livestock shows.
7. Students can haul or will be assisted by the Vo-ag teacher with hauling of their animals to shows listed on the school calendar upon request.
8. Students are subject to the eligibility rule of the Oklahoma Secondary Activities Association (OSSAA); if the student is ineligible, so is the animal.
9. Students shall abide by the State Health rules handed down by the State Department of Agriculture and the State Veterinarian's office:
 - Pigs must be PRV blood tested after June 1 and December 1 to show the following season.
 - Pigs tested after June 1 can show through October in the state of Oklahoma.
 - Pigs tested after December 1 can show through March in Oklahoma.
 - Out-of-state must be tested within thirty (30) days of the show.
 - Goats must be tagged in order to be hauled or sold in Oklahoma. They must have a State ID tag.
10. Students with horse projects must own or be family owned in our Stonewall show as a Junior exhibitor; this will be proven by signing an ownership form at the show. All other ownership rules will follow the Pontotoc County rules.
11. According to the Oklahoma Department of Career and Technology Education and the Oklahoma State Department of Education, the Vocational Agriculture instructor will supervise a student's (SAE) Supervised Agriculture Experiences through school based, worksite, and/or home visits. The instructor will have a form to complete at each SAE visit listing what is discussed; the form will show the date, time, and animal's tag that was checked. The student, parent, and instructor will sign the SAE form. The State also recommends the instructor visit the animal projects twice (2) each month, if possible. The instructor will set a time to check projects whereby the student and a parent can be present, if possible.
12. The instructor will have a list of students for which he is responsible; all students will be treated fairly by the instructor in the classroom as well as outside the classroom. Any problems should be directed to the Principal by the student, their parents, or legal guardians.

13. Student animals with decorations participating in the Pontotoc County premium sale will be left up to the student's or parent's discretion, as long as it follows county guidelines.
14. All 4-H and FFA members have the right to use all show equipment, scales, clippers, or clipping chutes, at home or at school; all items shall be checked out and returned.
15. Vo-ag booster officers and the Advisor are in charge of the booster club; the president, in cooperation with the Advisor, will preside over the meetings. Majority vote shall rule.
16. Judges for the local show shall be selected by the Booster Club by majority vote.
17. Parental support is encouraged.

COMPLAINT PROCEDURES UNDER PART B OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

To comply with the requirements of the state and federal law, the School 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).

Formal written complaints filed with the School 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 and the signature of the person(s) filing the complaint. Complaints pertaining to a specific child with a disability should include the child's name, date of birth and current educational status. The complaint must allege that a violation occurred not more than one (1) year prior to the date of the district received the complaint unless the violation is ongoing or there is a request for compensatory services for a violation that occurred not more than three (3) years 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. District personnel will provide copies of the written acknowledgment to all involved parties. The District will provide the complainant with a copy of parents Rights in Special Education.

The District will promptly investigate each formal written complaint. 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 has violated 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 report will include findings of fact and conclusions and whether the complaint was substantiated as to each alleged IDEA Part B violation. The written report will also include procedures for correcting any substantiated violations. The District will extend the time limit for the written report only if exceptional circumstances exist regarding a specific complaint. In the written report, the District will advise the complainant that he or she has the right to request review by the Oklahoma State Department of Education of the District's decision regarding the complaint and how to request SDE review.

A complainant may choose to file his or her complaint directly with the Oklahoma State Department of Education rather than filing it with the District.

INTERNET BASED INSTRUCTION POLICY

The Stonewall Public School District recognized the distinct advantaged that Internet Based Instruction can offer by expanding course offerings to all students providing alternative access to instructional resources for students with needs which cannot be met through the traditional classroom. To that end and in compliance with guidelines developed by the State Department of Education, the Board of Education adopts the following rules governing the use of Internet Based Instruction in the Stonewall Public School District.

Currently the Stonewall School District offers no part-time or full-time Internet based instruction.

Statement of Purpose

Internet-based instructional courses provide flexibility not available with traditional classroom methods. Students may benefit from being able to proceed through the course work at an individual pace and by having access to information and course materials at convenient times and places. Consistent with sound educational principles, it is the intention of the Board of Education of the Stonewall School District ("School District") to make full use of the Internet for the delivery of educational material. Internet-based instructional courses approved by the Board of Education for use in the School District are not viewed as a substitute for direct, face-to-face student and teacher interactions, but as a means of expanding course offerings, access to instructional resources, and the ability of the School District to bring the world of knowledge to its students.

Definitions

"Internet-based instructional courses" means courses conducted by way of web-based instruction, whether synchronous or asynchronous, or two-way interactive video instruction. The terms "internet-based" and "web-based" instruction are used interchangeably in this policy.

"Synchronous instruction" means instruction occurring through real time interaction between instructor and student. Regular classroom instruction and two-way interactive video instruction are examples of synchronous instruction. Internet-based instruction requiring real time interaction between student and instructor as the primary format of instruction is also synchronous instruction.

"Asynchronous instruction" means instruction does not depend upon real time interaction between student and teacher. Asynchronous instruction allows the student to engage in learning activities anywhere, at anytime.

"Two-way interactive video instruction" means instruction which consists of real time (synchronous) interaction between student(s) and instructor by means of an electronic medium providing both audio and video signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Approval of Curriculum

The Board of Education of the School District shall review and approve all Internet-based instructional courses to be offered for instructional purposes and/or high school credit. Credit may not be granted for such courses except upon approval of the Board of Education of the School District. The State Board of Education reserves the right to request information and materials sufficient to evaluate the proposed course. Additionally, credit may not be granted to students participating in Internet-based courses from a remote site except upon approval of the State Board of Education and the Board of Education of the School District. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and any additional criteria established by the School District for course selection.

Requests to the Board of Education for approval of specific courses to be offered by means of Internet-based instruction shall include, without limitation, the following information: (i) a narrative description of the course, including learning objectives, course materials, and requirements for satisfactory completion of course work; (ii) the nature and frequency of graded and ungraded assignments; (iii) the manner in which instructors will evaluate course work and communicate such evaluations to students, and (iv) the number of credits to be awarded and whether credits will be awarded on a pass/fail or graded basis.

Internet-based courses offered by a career technology center that are taught by a certified teacher and provide for teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval by the State Board of Education and the Board of Education of the School District be counted for academic credit and toward meeting the

state graduation requirements. Internet-based courses or career technology courses utilizing integrated or embedded skills for which no PASS have been adopted by the State Board of Education may be approved by the Board if such courses incorporate standards of nationally recognized professional organizations and are taught by certified teachers.

The number of students which each instructor may supervise in courses offered by means of Internet-based instruction shall be established by the Board of Education on a course-by-course basis. Oklahoma Statutes limiting the number of students public school teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based instruction and two-way interactive video courses the number of students each instructor may be required to supervise in asynchronous web-based courses shall not exceed 20 students in any given course.

Instructors and Staffing

The principal at each school site offering on-line courses shall designate a certified staff member to assist students enrolling in online courses and serve as a liaison to the online teacher providers. A certified staff member shall also be designated by the Principal to monitor students approved for Internet instruction offered at or through non-school sites.

Instructors of Internet-based courses (i) must be certified in Oklahoma, or (ii) if the course originates out of state, must be certified in the state of origin to teach in the content area of the course offered, or (iii) must be a faculty member at an accredited institution of higher education possessing the specific content expertise necessary to teach the course. Instructors of two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.

General Policies and Procedures

Students enrolled on a full-time basis shall be authorized to enroll, for credit, in approved Internet-based instructional courses. For courses offered by the School District, ordinary enrollment procedures and rules shall be followed. For remote Internet-based instruction courses, students must apply for enrollment. The Principal at each site offering courses by means of remote Internet-based instruction shall make available, in the Principal's office, an application form for enrollment in such courses. Applications for enrollment in remote Internet-based instruction will be evaluated and approved by the Principal or the Principal's designee subject to conditions and restrictions imposed by this Policy. Applications should be approved if the Principal or Principal's designee determines that enrollment will further specific educational needs of the student which cannot be met by traditional classroom studies. Only those enrollments approved by the Principal or the Principal's designee shall be eligible for credit approved by the Board of Education.

Students whose enrollment application for Internet-based courses have been approved shall, before the beginning of instruction, deliver to the site Principal a parental/guardian contractual agreement and consent from addressing the student's participation in the Internet-based instructional program and acknowledging receipt of specific information regarding the course including grading criteria, time for completion of course work, testing and attendance requirements, and responsibility for the costs of course materials, equipment, and supplies. A student whose enrollment application is rejected may appeal such action to the Superintendent. Only students who have enrolled in Internet-based instructional courses with the approval for the site Principal or Superintendent will be eligible for credit upon completion of the required course work. The board of education may, based on its assessment of the need for or value of particular Internet-based courses, provide credit which shall count toward student credit requirements and graduation. Alternatively, the Board of education may limit or deny credit for Internet-based courses for purposes of calculating student grade point averages or for academic or other honors. The school district is not liable for any fees or charges incurred for any Internet-based course for a student who has failed to comply with this policy and procedures.

The School District may authorize enrollment on a part-time basis utilizing Internet-based courses for students who have dropped out of school or have been suspended from school provided such student was enrolled at any time in a public school in this state during the previous three (3) school years. Additionally, the Superintendent of the School District may authorize an emergency transfer, subject to approval by the State Board of Education, due to the

unavailability of remote or on-site Internet-based instruction by course title in the district of residence of a student identified in need of a drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school of this state during the previous three (3) school years.

The School District may contract to provide remote Internet-based courses to children in a residential facility; a treatment program or center, including a facility operated pursuant to the Cerebral Palsy Act; a therapeutic foster

home; or a specialized foster home or agency-contracted home. The later must be under the supervision of and certified by the Department of Human Services (“DHS”). The School District may, with Board of Education approval, contract its services inside or outside the District’s boundaries.

Likewise, the school District may offer opportunities for Internet-based courses as a part of an IEP, a Section 504 Plan, or in connection with District approved and facilitated home or home bound instruction arrangements or the equivalent of those arrangement.

The School District may also contract to provide remote Internet-based courses to children who do not reside in the United States. Such children shall not be counted in the average membership of the School District. Services provided for this purpose, require a contract approved by the Board of Education. The student or his/her parent or guardian must bear the entire cost of services provided by the District.

Students earning credit by means of Internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

Students participating in Internet-based courses from a remote site are responsible for providing their own equipment and Internet access, unless the School District chooses to provide the equipment.

Instructors and students participating in Internet-based instruction are responsible for complying with all federal, state, and local statutes, regulations, and ordinances, and with all Board of Education Policies, rules, and regulations regarding the course work and use of School District facilities and computer networks including, without limitation, regulations governing copyright and trademark infringement, the posting of images on the World Wide Web, Federal Communication Commission rules pertaining to public broadcasting of audio and video signals, and student and education records privacy.

Privacy Statement

Although the School District will use reasonable efforts to safeguard the privacy and confidentiality of identifiable information concerning students and course work transmitted during the course of the student’s participation in Internet-based instruction, transmission by means of the Internet cannot be made absolutely secure. The School District will have no liability for disclosure of identifiable information, including education records, due to errors in transmission or the unauthorized acts of third parties.

The School District will not use identifiable information or individual student data obtained through participation in Internet-based instructional courses for any purposed other than those support the instruction of the individual student. The School District may collect information concerning its Internet-based instruction on an aggregate and disaggregate basis for use in evaluation fo the instructional program or for other purposes not directly related to any individual student. Test results for students enrolled in Internet-based courses including regularly enrolled and alternative education students, shall be disaggregated and reported. Such information will not be traceable to any particular student, nor will such information be used to identify or contact any particular student by the School District or any third party.

Cooperative Agreements

Internet-based instructional courses may be submitted for approval of the Board of Education in cooperation with courses offered by other school districts. In such event, the School District shall enter into an interlocal cooperative agreement with each cooperating school district. Prior to the beginning of instruction, the School District and each cooperating school district shall, by means of contractual agreement, address the allocation of costs and expenses, dates and times of course offerings, bell schedules, instructor evaluations, student behavior, selection of instructional materials, student grades and grading policies, and teacher loads and employment issues.

Adopted May 2, 2005

PARENTAL REQUEST FOR RETENTION

I, the undersigned parent/guardian, request that _____ be retained in the _____ grade for the 20____-20____ school term.

I also acknowledge that the Stonewall School District shall not be held responsible or liable in any form, shape, or fashion for the academic standing, success, or lack of preparedness of the above mentioned student at the present time or in the future.

Parent/Guardian Signature

Student Signature

_____ & _____ personally appeared
(Parent/Guardian) (Student)

before me and subscribed and swore to the above request this _____ day of _____, 20____.

My commission expires _____, 20____.

Notary Public _____

(Seal)

School Official Signature

Date Received

DISPOSAL OF SURPLUS PROPERTY

The Stonewall Board of Education has control of all district property. For the disposal of non-consumable school property that falls under the OCAS object classification of 651-659 (durable supplies), and 710-790 (property). The board must declare item or items surplus during a board meeting and determine how they are to be disposed of. Unless the items under OCAS object classification of 651-659 (durable supplies) are degraded to the point of being unusable or unsafe to anyone then they may be disposed of in the garbage without board approval. Items that do not fall into these categories may be disposed of as consumed or no longer usable by the best means available.

2.70

Direct Deposit Policy

District employees of the Stonewall School District are required to participate in direct deposit of all payroll (August through May). There will be no service charge of any type to the employee for this service.

Any employee hired before July 1, 2008 shall have until June 30, 2008 (one year) to begin participation in the direct deposit system and identifying a financial institution that will serve as a personal depository agent for the employee.

Any employee hired after July 1, 2008 shall, upon employment with the district, identify a financial institution that will serve as a personal depository agent for the employee.

Adopted July 1, 2008

CHAPTER 3

TEACHER'S CODE OF ETHICS

3.01

INTRODUCTION AND CREED

3.02

CODE IN RELATION TO PUPIL & HOME

3.03

CODE IN RELATION TO FELLOW WORKERS

3.04

CODE IN RELATION TO COMMUNITY

No ethical teacher will criticize another teacher before students, teachers, or other people in the community. However, a teacher should feel free to discuss school problems with their principals and/or superintendent even though other personnel are involved, in a constructive, confidential manner for the betterment of the school system. All teachers will be guided by the "Teacher's Code of Ethics", which will follow:

A. Introduction

The code is concerned with the educator in relation to fellow workers in the teaching profession, and in relation to the community.

B. Because a creed may be necessary to the functioning of a code, the following requisites for teacher attitudes and convictions are included:

- (a) A belief in the attainability of an orderly and stable world.
- (b) A belief that the Public School, founded on democratic principles, is the most potent agency in the achievement of such a world.
- (c) A belief in the teaching profession and pride in the membership thereof.
- (d) A belief in the essentialness of certain qualities in the character and personality of every person directly engaged in educational work, namely: tolerance, sympathy, and cooperativeness.
- (e) The ability to face facts and to assume the responsibilities pertinent to the position to which such person has been appointed.
- (f) A willingness, when making decisions, to suspend judgement, weigh all data, arrive at definite conclusions, and then proceed consistently with courage and integrity.

- (a) The teacher should be conscious of the privileges as well as the responsibilities connected with guiding young lives. he should realize the influence which the teacher possesses in releasing or inhibiting the personalities of children.
- (b) The teacher who has faith in the child and feels affection for him can provide the feeling of security and a sense of adequacy required by children.
- (c) It is the duty of the teacher to be just, courteous, and professional in all his relations with pupils. He should consider their individual differences, needs, and interests.
- (d) The same punctilious care that is required in the confidential relations of one teacher with another should be exercised in the professional relation of a teacher with his pupils. The teacher should not disclose any information obtained confidentially from pupils, unless it is for the best interest of the child and the public.
- (e) The establishment of close harmony with the home has generally been recognized as a primary function of teachers.
- (f) The teacher should seek to establish friendly and intelligent cooperation between home and school-keeping in mind the dignity of his profession and the welfare of the pupils. Nothing should be said that would undermine the confidence and respect of the pupils regarding the importance, purposes, accomplishments, the needs of the school.

THE CODE IN RELATION TO THE FELLOW WORKERS IN THE
TEACHING PROFESSION

- (a) The same ethical standards should be upheld by all persons directly engaged in educational work.
- (b) While the responsibility of reporting matters harmful to the best interest of the school to the proper officials rests upon each teacher, petty unfavorable criticism of associates, administration, or the schools, should be avoided.
- (c) Each teacher should be ready at all times to cooperate with fellow workers and to assist by giving information, counsel, and advice. A word of encouragement and commendation does much to stimulate and inspire towards greater effort.
- (d) There should be cooperation between administrators and classroom teachers founded upon sympathy for each other's point of view and recognition of the administrators right to leadership and the teacher's right to expression. An objective evaluation of the opinions of others leads to a better spirit and greater unity.
- (e) A contract, once signed, should be faithfully adhered to until it is dissolved by mutual consent. Ample notification should be given by both school officials and teachers in case a change in position is to be made.
- (f) Fair salary schedules should be sought, and when established, should be accepted and maintained by all members of the profession.
- (g) A teacher should not apply for a position unless there is a vacancy, nor should a teacher in any way, for personal gain or increase in salary, jeopardize the position of another teacher.
- (h) The practice among education groups of debating issues thoroughly within the councils of the organization, arriving at majority decisions, and presenting a united front to the public, should be promoted.
- (i) The teacher should strive to improve educational practice through study, travel, and experimentation.
- (j) Membership and active participation in local, state, and national professional associations are expected.

- (a) Sectarian religion, partisan politics, and personal propaganda are not material for indoctrination. The teacher should exercise his full rights as a citizen in the community, but should avoid controversies which may tend to decrease his value as a teacher.
- (b) The community has the right to expect the teacher to stress character and moral education, to teach the meaning of democracy and appreciation of the American Way of Life, and to exemplify these ideals in his own conduct and activities.
- (c) Each teacher is entitled to a private life of his own choosing, but when others are affected thereby, it must conform to a reasonable degree with standards set by the community for teachers, regardless of the personal standards of some members of that community.
- (d) The teacher should participate, insofar as time and strength will permit, in the life and activities of the community.
- (e) To ridicule or disparage in any way educational shortcomings or lack of cultural advantages of members of the community cannot be condoned in members of the teaching profession.

CHAPTER 4

PERSONNEL

- 4.01 RECOMMENDATION OF TEACHERS
- 4.02 SELECTION OF TEACHERS
- 4.03 ASSIGNMENT OF TEACHERS
- 4.04 DELEGATION OF AUTHORITY
- 4.05 COOPERATION OF TEACHERS
- 4.06 PROFESSIONAL MEETINGS
- 4.07 SALARY
- 4.08 DISCIPLINE
- 4.09 DISCIPLINARY PROBLEMS REQUIRING PUNITIVE MEASURES
- 4.10 ANNUAL INVENTORIES
- 4.11 ABSENCE OF TEACHER
- 4.12 PROPER AIRING OF PROBLEMS
- 4.13 CORRECTION OF ALL STUDENTS
- 4.14 PARTICIPATING IN COMMUNITY ACTIVITIES
- 4.15 ATTENDANCE TO PROFESSIONAL MEETINGS
- 4.16 TENURE
- 4.17 REGULAR SCHOOL DAY
- 4.18 SCHEDULING ACTIVITIES
- 4.19 SCHOOL PICKUP USE
- 4.20 TEACHER WELFARE
- 4.21 SICK LEAVE
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- 4.24 EXTRA-CLASS
- 4.25 DUTIES DURING SCHOOL DAY
- 4.26 CLASS SPONSORS
- 4.27 ATTENDANCE AT SCHOOL ACTIVITIES
- 4.28 MAIL BOXES & BULLETIN BOARDS
- 4.29 FACULTY MEETINGS
- 4.30 PUPIL ILLNESS IN SCHOOL
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The superintendent shall be responsible for recommending employment of all employees to the Board of Education. Others may be asked to assist in the appraisal of qualification of candidates. In every case, the superintendent shall have the final decision as to whether or not a candidate will be recommended.

A. Regular Teachers

1. All teachers shall be selected on a professional basis and shall enter into a contract with the Board of Education upon employment.
2. All teachers must have the degree required by the North Central Association, or the Accrediting Agency, and have a valid certificate.
3. All Teachers shall register their certificates and transcripts in the office of the superintendent before entering upon their duties of the school year.
4. Every teacher shall be a person of good moral character. Every teacher shall be a citizen of the United States.
5. A list of applicants shall be mailed at the conclusion of receiving applications; the recommended candidates name shall follow upon selection by the principal and superintendent. Board members shall share any detrimental knowledge known about any candidate and will immediately share with the superintendent.

- B. Substitute teachers: Substitute teachers should have valid certificates but need not enter into contract unless they teach more than 70 days during the year.

The superintendent shall be responsible for the assignment of all teachers. Others on the staff may be requested to help with the assignments. Assignments shall be based on the requirements of each position and the qualifications of each teacher.

Each teacher shall be under the general direction of the superintendent and immediately responsible to the principal with whom he works for carrying out the policies of the Board of Education as they relate to the function of the school, to the classroom, and to the immediate contact with pupils and parents.

Teachers must cooperate with the principal, other teachers, and the superintendent in every way possible in the administration of the schools. They shall attend all faculty meetings and conferences promptly. They shall be responsible for taking care of school buildings, furniture, fixtures, and equipment. They shall be directly responsible to the principal for all necessary reports, records, etc., and such should be prompt, accurate, and efficient.

4.06

PROFESSIONAL MEETINGS

All teachers shall be expected to attend all professional meetings on direction of the superintendent.

4.07

SALARY

All salaries will be based on twelve months unless the superintendent is notified otherwise.

The discipline of the classroom is in the hands of the teacher, the building and playground in the hands of the teachers and principals, with the understanding that the teacher shall first take their problems to their principal, then if necessary, to the superintendent. Then if necessary, the superintendent will take the matter before the Board of Education.

Paddling is permitted by teachers; the Board has authorized the keeping of students after school hours for disciplinary purposes. Students may be assigned after school detention by any teacher or administrator for unacceptable behavior in the classroom, school campus, school bus, or any type of school activity. The students assigned detention will be given twenty-four (24) hours notice to provide their own transportation home. The office shall notify by phone or in writing the parents that the student shall be assigned detention; a 3x5 card shall be completed for each occurrence. Failure to attend detention sessions as scheduled or violation of rules while in detention will result in the assignment of additional time or may result in suspension. Pupils are required to bring study materials with which to work quietly. Detention will begin at 3:00 p.m. and be over at 4:00 p.m.. All policies, rules for behavior etc. shall be enforced.

Amended June 1993.

4.09 DISCIPLINARY PROBLEMS REQUIRING PUNITIVE MEASURES

Disciplinary problems requiring punitive measures (The type of punishment to be used will be left to the discretion of the teachers, with the approval of the principal and superintendent) should have the understanding that proper discretion be used at all times and no punishment be used that will inflict physical injury to student or injure the physical body of the student. All disciplinary actions shall be reported to principals on proper forms.

Teachers shall make annual inventories for their room or departments, giving these inventories to the principal and he will file these inventories together with his inventory for his department with the superintendent. Teachers will report their supply needs to the principal who will report them to the superintendent for purchase or disapproval.

In case of absence, due to illness or to any other cause, the teacher will notify the superintendent, or their principal, immediately. This will enable the superintendent to contact a substitute teacher to assume the duties of the absent teacher.

The or other employees shall not air their problems to individual members of the board, but should take their problems to their principal or superintendent as the case might require. After such has gone to the superintendent, and if the employee is still dissatisfied, such employee may request the superintendent to call the Board together for consideration of such problem. In such case the Board, the superintendent, and employee will meet in one group to settle problem. The Board will meet with no employee unless the executive officer is present.

All teachers are expected to correct students anywhere on school premises if the student is not behaving properly. Students must obey all teaches of the school, irrespective of which grade they teach.

Teachers are not required, but are encouraged to spend weekends in the community and to take part in the community activities, other than school activities.

4.15

ATTENDANCE TO PROFESSIONAL MEETINGS

Teachers will be required to attend all professional meetings for which school is dismissed, unless excused by the superintendent, or lose their salary for the time of the meeting.

Contracts:

Teachers shall be employed by written contracts with re-employment on recommendation of the superintendent.

Contract termination:

Any teacher's contract may be terminated in accordance with reasons stated in the School Code of Oklahoma.

Notification:

If prior to April 10, the Board of Education has not entered into a written contract with a regularly employed teacher or notified him in writing by registered or certified mail that he will not be employed for the ensuing fiscal year, and if, by April 25, such teacher has not notified the Board of Education in writing by registered or certified mail that he does not desire to be re-employed in such school district for the ensuing year, such teacher shall be considered as employed for the ensuing year on a continuing contract basis and on the same salary schedule used for other teachers in the school district, and such employment and continuing contract shall be binding on the teacher and on the school district.

Signing of the contract:

Signing of a contract will be accepted by the Board and Superintendent as evidence of good faith in carrying out the position assigned to the employee, and complying with the written policies of the Board of Education. Failure to cooperate with the accepted school policies will be taken as sufficient evidence that an employee is not interested in remaining in the school system. The Superintendent is expected to report such actions to the Board for their consideration.

4.17

REGULAR SCHOOL DAY

The regular school day for teaching personnel will be as follows: Teachers should arrive and sign in by 8:00 A.M. and remain at school until 3:15 P.M.

Last year the Legislature amended the Activity Fund statute (Sec. 80 of the Green Book) to provide that "the Board of Education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve in its policies and procedures manual, all school activity fund sub-accounts, all sub-account fund raising activities and all purposes for which the monies collected in each sub-account can be expended." Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to another account by the custodian.

- (a) All events should be approved by the administration if they MIGHT conflict with other members of the staff of other organizations. The school calendar should be checked before any event is scheduled. All class or club meetings should be scheduled before or after school whenever possible.
- (b) A fund raiser form for board approval should be filled out in the principal's office.
- (c) All scheduled events should be placed on the school calendar in the High School principal's office.
- (d) Nothing should be scheduled on Wednesday nights.
- (e) All class meetings or club meetings that are conducted during the school day must be approved by the administration
- (f) Only one group per day participating in ball games.

4.19

SCHOOL PICKUP USE

The school pickup shall be used for no other purpose than school business except in case of emergency, or that which is approve by the superintendent.

- (a) Teacher retirement is required of all beginning teachers and out-of-state teachers who teach in Oklahoma.
- (b) F.E.C.A. is deducted by Stonewall Public Schools.
- (c) Hospitalization: At the first of the school year, each teacher will have the opportunity to join the local teachers hospitalizations plan.
- (d) Annuities: Teachers may have any amount withheld from their monthly pay check and deposited in sheltered annuities. American Fidelity, which is an organization if the O.E.A., has the plan.
- (e) Salesmen: Agents, salesmen, solicitors, etc., are not to call on teachers during school hours except by permission of the administration and consent of the teacher. Personal information about all school personnel will not be available for general distribution.

An employee may be absent from his or her duties due to personal accidental injury, illness or pregnancy, or accidental injury, or illness in the immediate family without the loss of salary for not to exceed ten (10) days during each school year, except that said absence without loss of salary for employees employed on an eleven-month contract shall not exceed (11) days during each school year and for those employees employed on a twelve-month contract shall not exceed twelve (12) days during each school year, if said contract is for the work period, and not merely for pay purposes. Continuous, uninterrupted service is required; resignation, leave of absence, etc. voids the cumulative process and one starts over if re-employed.

Unused sick leave shall be cumulative up to a total of sixty (60) days; cumulative sick leave shall be transferable to another district if the teacher leaves the employment of the school district in which accumulated. Any teacher that is absent two (2) consecutive days or more, shall produce a note from a physician confirming the illness; this note shall be given to the superintendent for his records. For retirement purposes only, employees of Stonewall Schools will be allowed to receive creditable service for up to one hundred twenty (120) unused sick leave days for one extra year of credit as provided by House Bill 1473 when the retire.

Sick leave shall not be transferable from one employee to the other.

When an employee's accrued sick leave is exhausted and the employee is absent due to personal accidental injury, illness, or pregnancy, the employee shall receive full salary less the amount necessary to pay a substitute employee for a maximum of 20 days. If a employee's accrued sick leave and the additional 20 days are exhausted, the employee will be placed on leave without pay for 30 days. At the end of the 30 days of leave without pay, the employee may be terminated.

Sick leave benefits may not be paid in addition to workers' compensation benefits.

Note: The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Such leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law. Reference: 70 O.S. S6-104, Attorney General Opinion #84-12.

AMENDED 11/2/92

A maximum of three days leave shall be allowed in case of each death in the immediate family (mother, father, sister, brother, grand-parents, or corresponding in-laws), except for child, husband, or wife which shall be allowed five days.

Each teacher employed by Stonewall Public Schools shall obtain at least fifteen (15) staff development points per year; this is only one criterion for contract renewal; if not obtained, the teacher will be willfully neglecting their duty. Every new teacher employed by the school shall have a five year period to obtain a masters degree for continued employment; beginning with the 1985-1986 school term (or by August 1, 1990) all teachers presently employed shall obtain a masters degree for continued employment.

All teachers in the Stonewall Public School System will be expected to assume an equal share of extra-class duties and assignments in addition to classroom assignments. These duties will vary with grade eleven.

Hall duties, combined with various miscellaneous duties, will be given to all teachers to equalize the hall duty and miscellaneous duties fairly among the teachers.

Most teachers in high school will be requested to be class sponsors.

All school personnel are strongly urged to attend all school sponsored activities at Stonewall Public Schools.

Each teacher has an individual mail box in the office. Check your box in the morning and again at noon. All announcements of coming events will be placed in the individual teacher's box. Material of general interest will be posted on the bulletin board in the office. Feel free to make contributions.

Faculty meetings will be scheduled at a feasible time. These meetings are for the purpose of discussing building problems, and for making announcements concerning various happenings throughout the district.

If a student becomes ill, bring him or her to the office. The administration will attempt to reach some responsible person and arrange for him or her to go home. In the event that this is impossible, the student will remain in the office or taken for medical attention, if it appears necessary. If a student regurgitates on the school grounds or the building, notify the custodian at once. It is wise to tell students to leave the room posthaste if they become nauseated in class.

Minor scrapes and scratches will be treated by the teacher or the office staff. Make certain that proper attention is given to any injured child. No medicine such as aspirin will be given to a student under circumstances until written authorization is received. HB 1550 shall apply.

Never send a child from the building for any reason without first notifying the office. Be particularly careful about sending a student home with an adult, unless you are sure that the person is the parent of the child.

4.33

PERSONAL MONEY

Do not leave money where it can be taken by any person. Caution students not to bring unnecessary money to school.

Recesses and Physical Education are a valuable part of the school program. Often it is the pupil who would benefit most from recess and/or physical education who the teacher is tempted to deprive of the activity as punishment. Teachers are encouraged to use other means of punishment.

Do not make it a general practice to keep students after school, especially if they make the best use of their time in school of which they are capable. When you do keep a student, notify the parents of the child's whereabouts. Never keep a student more than one-half hour after dismissal time.

Lost and found items will be reported to the office. In the event that money or other property is found, it should be turned in to the office.

4.37

TOBACCO

During the school day, teachers are not allowed to use Tobacco at class time or near class areas.

Perhaps the most meaningful report made to parents is in the form of parent-teacher conferences. Teachers should plan to have at least one such conference with the parents of each student in his/her room. Teachers should invite the parents of any child who is having difficulty at the earliest sign of trouble.

Scores on tests of academic subjects, achievement tests, and teacher made tests should be made available and interpreted to parents. Since the group tests used are crude instruments, and are only intended to give us some guidelines, an exact statement of the Pupil's I.Q. could be very easily misleading. If you are pressed by a parent, you may give an average, below, or above average answer.

Respect the custodian's time; don't make too many demands. Remember, if he does a special favor for you, some other teachers often expect the same favor. Following are some suggestions to help the custodian in his efforts:

- (a) Never put broken glass or glass containers in wastebaskets.
- (b) Place a dish of some kink under all flower pots and vases.
- (c) Before leaving at night, close all windows and turn off the lights.
- (d) Keep you room as tidy as possible. Encourage pupils to keep the floors clean of paper, pencils, and crayons.

Always keep your room as attractive as possible. You will find that an attractive room is conducive to good work. Try to provide centers of learning and interest around the room. Set the example for students by keeping your desk tidy at all times. Ask yourself occasionally about the impression an outsider has when he enters your room. First impression can be important.

4.42

REPORT CARDS

Report cards are sent home four times during the school year.

4.43

HEALTH RECORDS

Each teacher is responsible for seeing that the health records for each child in his room is up to date.

Please clear any notices which you send home to parents with the administration. This also applies to notes and letters that might cause a reaction on the part of the parents. If this procedure is followed, the administration is aware of the facts concerning the problem in the event a parent should question the meaning of a notice or letter. In some cases, you may wish to have the superintendent or principal consign a letter or notice if it deals with some particular serious matter.

4.45

ADMIT SLIPS AND MAKE-UP WORK

Send students to the principal's office after they have been absent for an admit slip. Each teacher shall be responsible for absent student's make-up work.

4.46

REPORTING JANITOR WORK AND LUNCH ROOM PERSONNEL

Please report poor janitor work or any other uncooperative attitudes of the lunch room personnel to the office.

Teachers who keep study halls are to do constructive work instead of merely keeping the room. One must keep the study hall orderly. It is not the duty of the superintendent or principal to keep the study hall quiet so other classes may be held.

4.48

TAKE STUDENT TO OFFICE

Do not send students to the office - TAKE them!!

Take roll as soon as possible; these records should be kept orderly and exact.

Staff members are not to give their keys to students for any reason. Open the door, let the student get what he needs, and lock the room, this tends to reduce problems regarding students with keys.

Unsatisfactory progress reports shall be completed on ALL failing students and presented to the principal the fourth week of each nine-weeks.

Students should not be taken out of classes without permission of their respective teachers and then only if very necessary.

Students should be reminded that if they have sums of money, they should properly take care of it; it should not be left in coats, purses, etc., around the school buildings.

4.54

DITTO MATERIALS AND BOOK ROOM

The teacher shall clean up after ditto materials are run off and keep the book room straight and orderly.

On days that school will not be in session as a result of bad weather, the administration will call the local radio station to have it announced.

Do not take typewriters out of the Business Education room without permission of the Typing teacher. If the machine becomes damaged, you will be responsible for the cost of repair or replacement.

Each teacher shall accompany an orderly group to the lunch room. Each teacher is expected to accompany his class and sit with his respective group that he sponsors during all assemblies, etc. This will tend to decrease the probability of unwanted activity.

Dressing rooms, etc., shall be locked immediately after use. This will reduce students using other students' property without permission. This is primarily the coaches' responsibility.

As professional educator, you should not be out of your class room unless called by the administration. Preparing materials for class work during class time is indicative to the administration that you are lacking in preparation for your classes.

4.60

SUNDAY SPORTS PRACTICES

There shall be limited Sunday practices for sports.

4.61

BLEACHERS

Students shall not run on the bleachers during any supervised P.E. classes or practices of any type.

Junior and senior high practices after school shall be regularly scheduled and approved by administration.

Each long distance phone call will be listed on a form obtained in the principal's office which is to be returned to the principal on the last Friday of the month. Personal calls are discouraged.

4.64

STUDENT PASS WHEN OUT OF CLASS

All students out of class shall have a pass prepared by the student's teacher.

Do not take computers, printers, etc. out of the Computer room without permission of the Computer instructor. If the computer, printer, etc. becomes damaged, you will be responsible for the cost of repair or replacement.

STONEWALL PUBLIC SCHOOLS
PERSONNEL POLICIES

Stonewall Public Schools wished to clearly delineate equal employment opportunity to avoid unintentional discriminatory practices.

1. It is the policy of this district to provide equal opportunity for employment, retention, and advancement of all people, regardless of race, color, creed, national origin, sex, age, handicapping condition, or veteran's status.
2. Once each year the administrative staff will review all personnel staff assignments to ensure the most effective utilization possible of staff time and capabilities. Personnel evaluations conducted in accordance with current school laws of Oklahoma will be utilized in this assessment.
3. A system of uniform procedures of methods of recruiting, screening, and assigning personnel will be followed.
4. It is the policy of the Stonewall Board of Education to take action concerning renewal or non-renewal of all certified employees' contracts on or before April 10 of each year
5. Certified applications will only be accepted by the school for announced vacancies; unsolicited applications will be returned.
6. Applications for support positions will be received at any time; applications will be kept active for a period of one year from the date received.
7. Support employees shall be employed for a thirty (30) day probationary period; after successful completion, permanent status will be achieved.

1. Review personnel policies.
2. Prepare written job descriptions and qualifications for all positions.
3. Develop position announcement.
4. Develop selection criteria and interview questions.
5. Post notice of vacancy. Include relevant data such as designated deadline for application and minimum qualifications. Notices will be posted at least ten (10) days.

Internally: Bulletin Board, school newspaper or newsletter

Locally: Local Newspaper

Statewide: College and University Placement Services, Better Schools, the newspaper of the Co-operative Counsel for Oklahoma School Administration (CCOSA) (for administrative positions), Oklahoma State School Boards Association Newsletter (for administrative positions)

House Bill 1996 requires all school districts within the state to report all instructing teaching vacancies to the State Employment Security Commission (OESC) within ten (10) working days after a vacancy occurs. Vacancies are to be reported to: Clearinghouse for Elementary & Secondary Education; OESC; 305 Will Rogers Building; Oklahoma City, OK 73105.

The Clearinghouse is published monthly by OESC. Monthly listings of the Clearinghouse are mailed to County Superintendents, teacher preparatory colleges and universities, State Department of Education, educational associations and organizations, public schools, Oklahoma State Employment Service (OSES) local offices, and all individuals requesting the listing.

The Clearinghouse provides school districts with a centralized point to list all instructing vacancies. It also provides teachers looking for employment with a statewide listing of all teacher openings. Questions concerning the Clearinghouse should be addressed to the Employment Services Director at (405) 557-7190 or (405) 557-5316.

In addition, House Bill 1996 requires that any school district which has instructional vacancies as of July 1st notify the State Department of Education of such vacancies no later than July 19th of that year. This notification should be sent to the Director of Teacher Education/Certification, Oklahoma State Department of Education, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105.

GENERAL RECORD-KEEPING REQUIREMENTS

The following records should be kept for at least one year.

1. Copies of advertisements for recruitment and recruitment notices, advertisements and notices for job promotions, and training programs.
2. Communiques and instructions given to employment agencies handling any personnel recruitment for the school district.
3. Applications and resumes received from employee candidates. The application should clearly state that it will be discarded after one year unless the applicant files a written request for its retention beyond that date.

The Fair Labor Standards Act requires the following records to be retained for three years. It is recommended that they be retained longer for verification of employment and salary for retirement purposes.

1. Overtime work.
2. All records showing why an applicant was hired, rejected, or promoted.
3. Records with information relating to demotions, transfers, and other personnel actions.
4. Payroll records.

Title VII of the Equal Employment Opportunity Act requires that employers with fifteen or more employees post vacancies and/or new positions in a conspicuous location for a period consistent with established policy ten (10) working days. To assure equal employment opportunity, position openings should also be advertised through local newspapers as well as through university placement offices.

An "Announcement of Vacancy" can range from a simple type-written announcement to an elaborate printed brochure. Whether we choose to announce in a simple, inexpensive manner or in an elaborate brochure, the following information should be included in the announcement:

1. Name and address of the school district
2. Position to be filled
3. Information about the district:
 - a. Location relative to a larger well-known community (if a small community)
 - b. Student population
 - c. Staff size
 - f. General fund budget and assessed valuation
4. Qualifications expected:
 - a. Skill as they relate to needs expressed in job description
 - b. Personal qualities
 - c. Certification requirements
5. Salary and benefits
6. Composition of the screening and selection committee (e.g., school board members, administrative personnel)
7. Procedures for application:
 - a. Formal application

4.70

JOB DESCRIPTION

A job description should be written for each position expected to be filled. Job descriptions should at least include the following:

1. Title of position
2. Person to whom position reports
3. Qualifications including certification requirements
4. Performance responsibilities
5. Employment term: length of contract and salary parameters
6. Evaluation criteria

JOB DESCRIPTIONS FOR ADMINISTRATORS, TEACHERS, AND SUPPORT PERSONNEL FOLLOW:

QUALIFICATIONS:

1. No less than a provisional certificate for school superintendent.
2. At least a master's degree from accredited institution with a major in administration and supervision or education.
3. At least five (5) years teaching experience.

REPORTS TO:

Stonewall Board of Education

JOB GOAL:

To provide professional, educational leadership and skills too translate the will of the Board of Education into administrative action.

PERFORMANCE RESPONSIBILITIES:

1. Serves as executive officer of the Board of education and attends all board meetings except when his own appointment, efficiency, contract or salary is being considered.
2. Recommends policies, plans, and programs; prepares and presents facts and explanations necessary to assist the board in its duty as policy maker for the schools.
3. Recommends appointment, election, or employment of employees of the public schools, except professional officers of the board; assigns transfers and recommends for dismissal employees except professional officers of the board.
4. Recommends to the board the sale of property no longer required by the board and supervises such sales.
5. Directs the preparation of the annual budget for adoption by the board and administers the budget as enacted by the board.
6. Maintains adequate records for the district, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records, and other papers belonging to the Board.
7. Approves or disapproves the special transfer of students into or out of the district.

8. Represents the schools before the public and maintains a program of publicity and public relations to keep the community informed.
9. Supervises and insures adherence to constitutional or statutory laws, state regulations, and board of education policies.
10. Exercises power to make such rules and regulations as may be necessary to implement and maintain board policies.
11. Acts within own discretion in matters not covered by board policy, reports such action to the board, and recommends appropriate policy for future guidance.
12. Performs such other tasks as directed by the board of education.
13. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
14. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
15. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
16. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvements and welfare of the school district.
17. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the school district.
18. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
19. Keeps informed of modern educational thought and practices by advanced study, by visits to school systems elsewhere, by attendance at educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
20. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.

21. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; school closings; school reorganization; and improvements, alterations, and changes in the buildings and equipment of the district.
22. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
23. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
24. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
25. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
26. Attends, or delegates a representative to attend all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.

TERMS OF EMPLOYMENT:

Twelve (12) month a year. Salary to be arranged with the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

QUALIFICATIONS:

1. The general qualifications of a teacher.
2. Meet the State Department of Education Certificate standards for principalship.
3. At least five (5) years teaching experience.

REPORTS TO:

Superintendent

SUPERVISES:

All personnel serving in assigned school.

JOB GOAL:

To make the school facility an attractive, pleasant, and productive place in which to work and learn; enforce school policies, set high expectation levels, and lead students and faculty.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Studies the educational needs of the neighborhood served by the school and develops plans for meeting them.
2. Exerts leadership in the adaptation of the general program of education approved for the schools to meet the particular needs of the community served.
3. Directs the activities of professional and non-professional staff members in the performance of their duties.
4. Supervises the instructional staff in the development and implementation of curriculum and student activities; delegates authority when necessary.
5. Reports for duty by 8:00 a.m. each day and insures that teachers and other staff are present at the appropriate time and place.
6. Assigns duties to teachers.

7. Supervises operation of vending machines in each building. All money shall be deposited daily and the deposit slips given to the Activity Fund Custodian.
8. Is responsible to the superintendent of athletic programs in his/her school; insures that rules and regulations of Oklahoma High School Athletic Association are followed.
9. Arranges and schedules all interscholastic games and arranges for officials for home games; makes necessary arrangements for away games.
10. Makes necessary rules and regulations for the efficient operation of his/her school; prepares a handbook with approval of the board of education for distribution to teachers and students.
11. Holds meetings with teachers at convenient times as necessary.
12. High school principals supervise the scheduling of gymnasium, auditorium, and cafeteria.
13. Insures that all activities are placed on the Master Schedule Calendar at least three (3) days prior to the scheduled event.
14. Is responsible for class schedules, honor rolls, exemption plans, and class organizations.
15. Maintains appropriate student records.
17. Supervises and controls the issuance of textbooks, materials, and supplies.
18. Acts as an advisor for all groups; does not act as sponsor for any class or organization.
19. Organizes and holds fire and other disaster drills in conformance with the Oklahoma School Code and the board of education policy.
20. Maintains a "clearance report" for students withdrawing from school; insures that all books, supplies, and equipment are returned and that all fees and dues are paid before student's clearance is completed.
21. Coordinates dining requirements with head cook.
22. Performs other duties as directed by superintendent and/or the board of education.
23. Supervises custodians in maintaining neat, clean, and safe building; makes certain that heat and air works, water fountains, etc.

24. Monitors buildings, lawns, parking lots, driveways, shrubs, trees for maintenance, litter, safety, and neat appearances.
25. Monitors clocks, bells, lights, etc. and ascertains that all are in proper working order; assures that students take proper care of books, equipment, desks, lockers, classroom doors, etc.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be determined based on experience.

EVALUATION:

Job performance evaluated by Superintendent based on state minimum criteria.

QUALIFICATIONS:

Oklahoma Certificate/License

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Develops lesson plans and instructional materials that meet the district's curriculum goals as well as the individual needs of each pupil.
2. Translates lesson plans into learning experiences that effectively utilize the available time for instruction.
3. Established and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
4. Evaluates pupil's academic and social growth, keeps appropriate records, and prepares reports relating to pupil's progress.
5. Communicates with parents through conferences and other means to discuss pupil progress and interpret the school program.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
7. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
8. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
9. Selects and requisitions books and instructional aids; maintains required inventory records.
10. Supervises pupils in out-of-classroom activities during the assigned working day.

11. Administers group standardized tests in accordance with district's testing program.
12. Participates in curriculum development programs as required.
13. Participates in faculty committees and sponsorship of pupil activities.
14. Performs other duties as assigned by the principal; follows all policies of the board.

TERMS OF EMPLOYMENT:

Ten month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated by principal in accordance with state minimum criteria.

QUALIFICATIONS:

Oklahoma Certificate/License

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Develops lesson plans and instructional materials that meet the district's curriculum goals as well as the individual needs of each pupil.
2. Translates lesson plans into learning experiences that effectively utilize the available time for instruction.
3. Established and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
4. Evaluates pupil's academic and social growth, keeps appropriate records, and prepares reports relating to pupil's progress.
5. Communicates with parents through conferences and other means to discuss pupil progress and interpret the school program.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
7. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
8. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
9. Selects and requisitions books and instructional aids; maintains required inventory records.
10. Supervises pupils in out-of-classroom activities during the assigned working day.

11. Administers group standardized tests in accordance with district's testing program.
12. Participates in curriculum development programs as required.
13. Participates in faculty committees and sponsorship of pupil activities.
14. Performs other duties as assigned by the principal; follows all policies of the board.

TERMS OF EMPLOYMENT:

Ten month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated by principal in accordance with state minimum criteria.

QUALIFICATIONS:

Oklahoma Certificate/License
Standard Vocational Certificate

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Develops lesson plans and instructional materials that meet the district's curriculum goals as well as the individual needs of each pupil.
2. Translates lesson plans into learning experiences that effectively utilize the available time for instruction.
3. Established and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
4. Evaluates pupil's academic and social growth, keeps appropriate records, and prepares reports relating to pupil's progress.
5. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program; advisor to Young Farmers and Ag Boosters.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
8. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities and in service activities provided by State Vo-Tech.
9. Selects and requisitions books and instructional aids; maintains required inventory records.
10. Supervises pupils in out-of-classroom activities.
11. Administers group standardized tests in accordance with district testing program.

12. Participates in curriculum development programs as required.
13. Participates in faculty committees and sponsorship of pupil activities.
14. Performs other duties as assigned by the principal and/or superintendent; follows all policies of the Board of Education.
15. Required to offer an educational program to adults who want and need education.
16. Keep building and equipment in a professional manner with emphasis on safety of students and accountability of equipment.
17. Must maintain a local student organization.
18. Assistants graduates in finding job opportunities and enrollment in post-secondary education and follow up on graduates.
19. Maintains close contact with local Ag and business community.

TERMS OF EMPLOYMENT:

Twelve (12) month year. Salary and work year to be established by the Board with a summer program of work to be on file with local education unit and OSSUTE.

EVALUATION:

Performance of this job will be evaluated by principal in accordance with state minimum criteria.

QUALIFICATIONS:

1. High School graduate or GED.
2. Ability to follow directions.
3. Ability to work with people.
4. Proficiency in area assigned.
5. Be proficient in the English language.

REPORTS TO:

Teacher whom assigned and principal.

PERFORMANCE RESPONSIBILITIES:

1. A sense of orderliness and ability to work within a routine.
2. Ability to work under supervision of the teacher.
3. Ability to assume responsibility.
4. Ability to work with children.
5. Neat appearance.
6. Ability to understand and follow oral and written directions.
7. Ability to work harmoniously with fellow employees.
8. Participate in in-service programs provided by the district.
9. Teacher assistants may perform or assist a teacher in the performance of hall duty, playground duty, bus duty, lunchroom duty, and extracurricular activities. All other assigned activities of teacher assistants shall be under the direct supervision of a licensed/certified teacher. Examples of other duties which teacher assistants may perform are: prepare art supplies, bulletin boards, supplementary materials, transparencies, reports, dittos, charts, maps, etc., file materials, and compute statistical information.

10. All interscholastic activities shall be directed by a licensed/certified teacher.
11. Teacher assistants shall not be given the responsibility of instructing children, keeping study halls, or presenting new instructional materials to students.
12. All classroom teacher assistants shall be listed on each school's application for accreditation.

TERMS OF EMPLOYMENT:

Ten (10) month. Salary too be determined by the Board.

EVALUATION:

Performance evaluated by teacher and/or principal.

4.76 BOARD OF EDUCATION OR SUPERINTENDENT'S SECRETARY

QUALIFICATIONS:

To have at least a high school diploma, typing skills works well with people, loyal, quick learner, telephone skills, follows directions, computer knowledge, and be neat, well groomed.

REPORTS TO:

Superintendent

JOB GOAL:

To perform assignments that are required of the district to comply with all financial regulations, meet all Federal, State, and Local regulations, and contribute to the success of the school district in all areas.

PERFORMANCE RESPONSIBILITIES:

1. Complete all assignments neatly, accurately, and efficiently.
2. Be loyal to the district and fellow employees.
3. Be professional, courteous to all patrons, visitors, and staff members in person and on the telephone.
4. Follow Board of Education policies.
5. Perform all tasks requested.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve month; Salary established by the Board.

EVALUATION:

Performance evaluated by Superintendent.

QUALIFICATIONS:

1. High School graduate.
2. Knowledge of spelling, punctuation, arithmetic, business English; and standard office record-keeping, typing, filing and phone usage.
3. General skill in typing at a rate of fifty (50) words per minute: in following oral and written instructions; in performing stenographic tasks with speed and accuracy; in operating typewriter, calculator, and other standard office machines; in establishing and maintaining effective working relationships with others.

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Composes and prepares correspondence and reports.
2. Schedules appointments, gives information to callers, and performs clerical tasks such as maintaining files.
3. Routes incoming mail.
4. Relieves administrators of clerical work and administrative and business details not requiring official action or decision.
5. Works with counselors in registering students.
6. Coordinates with acquisition, processing and distribution of student records.
7. Maintains confidentiality of all student records.
8. Initiates new student records, as needed.
9. Corresponds with other schools regarding student records.
10. Receives and records all student grades and standardized test scores.

11. Prepares student lists as requested, certifying eligibility, nominations, grade point averages and class ranks.
12. Prepares student insurance forms and driver's education certificates.
13. Serves as receptionist/secretary.
14. Performs other duties as requested by the principal and/or superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve month year, dependent upon assignment. Salary to be established by the Board.

EVALUATION:

Performance evaluated by principal using standards determined by board policy.

QUALIFICATIONS:

1. Training in food service management.
2. Five (5) years experience in food preparation.
3. Basic knowledge of nutritional guidelines.
4. Ability to motivate and direct people.
5. Food handler's permit.
6. Knowledgeable and experienced in quantity food preparation.

REPORTS TO:

Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Plans and directs food service program.
2. Plans menus according to established specifications for proper nutrition.
3. Directs staff engaged in preparation and serving of meals.
4. Purchases or requisitions food, equipment, and supplies.
5. Maintains defined standards of sanitation and safety.
6. Maintains and analyzes food cost control records.
7. Performs such other tasks as assigned by superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve months as determined by the Board. Salary to be determined by the Board.

EVALUATION:

Performance evaluated by the superintendent.

QUALIFICATIONS:

1. Training in preparation of food.
2. Five (5) years experience in preparation of food.
3. Ability to figure quantity increases in recipes.
4. Ability to operate institutional kitchen equipment including ranges, fryers, ovens, mixers, vertical cutter mixers, slicers, steamers, steam kettles, freezers, refrigerators, ice machines, dishmachines, liquid and dry measures, scales, bowls, whips, sinks, pots, and pans.

REPORTS TO:

Food Service Manager and/or Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Under supervision, prepares food according to time schedule.

Duties include mainly the cooking of main dishes and vegetables, but may also include every job in the kitchen. These may be:

Food preparation	Serving
Baking & Cooking	Potwashing
Cleaning of Kitchen equipment	Cashier
Dishmachine operation	Sweeping
Inventory taking	Mopping

2. Performs such other tasks as assigned by the director or superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve months as determined by the Board. Salary to be determined by the Board.

EVALUATION:

Performance evaluated by Food Service Director or Superintendent.

QUALIFICATIONS:

1. Chauffeur's license.
2. Ability to relate to people and adapt to fluctuating situations.
3. Good driving record.
4. Five (5) years of driving experience.

REPORTS TO:

Superintendent or Principal

PERFORMANCE RESPONSIBILITIES:

1. Drives bus to transport students over specified route to and from school according to time schedule.
2. Checks oil, tires, lights as required by daily check sheet.
3. Assures safety of passengers; evacuation drills, etc.
4. Maintains seats, put up windows after routes, and protect from vandalism.
5. Complies with local traffic regulations.
6. Maintains, cleans, safe bus.
7. Keeps records of gas, oil, etc., as required.
8. Follows all Board regulations and directions of superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve months as determined by the Board. Salary to be determined by the Board.

EVALUATION:

Performance evaluated by principal and/or superintendent using standards determined by board policy.

QUALIFICATIONS:

1. Knowledge of operating machinery used in custodial work.
2. Knowledge of cleaning products.
3. Ability to perform routine tasks without close supervision.

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Responsible for keeping building clean, sanitary, and orderly and for keeping heating and cooling systems operating adequately.
2. Responsible for maintenance and general repairs (water fountains, door latches, playground equipment, etc.).
3. Maintain safe playgrounds, safe equipment on play-grounds, replace broken window panes.
4. Responsible for maintenance of plumbing and electrical equipment.
5. Maintain lawns, water lawns during summer months, keep lawns, etc. free from litter.
6. All items as per Stonewall's "Custodial Duties and Frequency" list.
7. Other items as requested by principal and/or superintendent.
8. Follows administrator's directions and Board policies.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve months as determined by the Board. Salary to be determined by the Board and/or Superintendent.

EVALUATION:

Performance evaluated by principal using standards determined by board policy.

QUALIFICATIONS:

Have a Secondary Teaching Certificate approved by the State Board of Education and at least a B.S. or B.A. degree from an accredited institution.

REPORTS TO:

Secondary Principal

JOB GOAL:

To serve approximately 40-50 students that are experiencing problems in learning in the basic subject areas of Language Arts and Math.

PERFORMANCE RESPONSIBILITIES:

- A. Gives encouragement to students as they may need.
- B. Assists students in assigned homework preparation.
- C. Works with regular classroom instructor in an effort to meet the educational needs of students.
- D. Works with the Secondary Principal to encourage regular attendance of the students.
- E. Conducts conferences with parents or guardians to communicate as to ways the parents can help students.

TERMS OF EMPLOYMENT:

Ten months, salary and work year established by the Board.

EVALUATION:

By Principal.

**STONEWALL PUBLIC SCHOOLS
EMPLOYMENT APPLICATION**

Personal Information: Telephone Number _____

Name _____
(Last) (First) (Middle)

Permanent Address _____
(Street) (City) (State) (Zip)

Position for which applying: Full-Time--12 Mo. _____ 10 mo. _____ Part-Time _____

Teacher Assistant Clerk Receptionist Tutor
 Bus Driver Custodian Registrar Other
 Cafeteria Maintenance Secretary

Do you have the legal right to work in the United States? _____ Are you qualified for bonding? _____

Is there any reason why you can not consistently and promptly perform the job duties for which you are applying?
 _____ Yes _____ No. If yes, please explain _____

EDUCATION	Name and Location of School	Grade or Level Completed
High School		
College		
Other		

List any other appropriate training, skills, honors, special studies:

REFERENCES: List three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	OCCUPATION	YEARS ACQUAINTED
1.			
2.			
3.			

Work Experience Including Military Service
 (Begin with latest employment first). Attach additional page if needed.

Company or School	Address	Dates Worked	Type of Work

To Be Completed by Custodial Applicants

I. List your experience:

- In house cleaning _____ years.
- In operating a floor machine _____ years.
- In treating resilient floor _____ years.
- In treating wood floors _____ years.
- In treating terrazon floors _____ years.
- In treating ceramic tile _____ years.
- Care and cleaning of carpet _____ years.
- Operating a vacuum sweeper _____ years.

II. List any other skills you have that may be helpful in this job. _____

III. Are you familiar with various cleaning products and do you know how to use them? _____

IV. Are you wanting ___ full time, ___ part time, or ___ substitute employment?

V. List the time you prefer to work: _____

A. Are you willing to work evening shift? _____

B. Are you willing to work day shift? _____

C. Are you willing to work weekends? _____

D. Are you willing to work athletic events? _____

E. Are you willing to work anytime? _____

VI. Will you support extracurricular activities in the school district? ___ Yes ___ No

VII. Do you have an Oklahoma Driver's license? ___ Yes ___ No

VIII. Why did you leave (or are you leaving) your last job? _____

To Be Completed by Maintenance Applicants

I. List Your Experience for:

- A. Plumbing _____ years.
- B. Electricity _____ years.
- C. Heating, Ventilation, and Air Conditioning _____ years.
- D. General Repairs, (water fountains, door latches, playground equipment, etc.) _____ years.
- E. List any other skills you have that may be helpful in this job.

II. List any licenses you now have such as mechanical, electrical, plumbing, etc.

III. High School (Highest Grade Completed) _____

A. College experience: ___ 1 year, ___ 2 years, ___ 3 years, ___ 4 year degree

B. Vocational Education (training and skills learned) _____

IV. Why did you leave (or are you leaving) your last job? _____

A. What are your greatest strengths, related to this job? _____

B. What are your weaknesses, related to this job? _____

V. Do you have an Oklahoma Driver's License? ___ Yes ___ No

Please list any extracurricular activities in which you participated in high school or college.

Please list any activities or clubs which you would be interested in sponsoring.

Other

Other

Other

Each applicant should request the registrar of each college attended to forward immediately a transcript of credits earned. In many instances, this will be a partial transcript. All transcripts automatically become the property of the Board of Education.

No application is given final consideration until complete college transcripts and credentials have been filed with the school district, and the applicant has had a personal interview with an authorized representative of the school system.

Have you ever been convicted of a felony? Yes No If "Yes" give details. Attach additional page if necessary.

"It is fundamental policy of the Stonewall Public School District, to provide equal opportunity in all of its operations and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the grounds of age, race, color, sex, national origin, or ancestry."

I hereby affirm that all information given in this application is true and complete to the best of my knowledge.

Date

Signature

PLEASE NOTE: Your application will be retained in our active file (1) year from the date completed unless a written request is filed for retention beyond that date. We will need to be notified of any changes on the application throughout the year.

Send to: Stonewall Public School
Route 2, Box 1- A
Stonewall, OK 74871

STONEWALL PUBLIC SCHOOLS

Date Received _____

NOTE TO APPLICANT:

Independent School District Number I-30 of Pontotoc County, Oklahoma does not intentionally discriminate in employment policies regarding selection, transfer, promotion, termination, compensation, or other benefits on the basis of race, creed, national origin, color, religion, age, physical handicaps, or sex; nor does the District discriminate in educational programs or activities.

A. APPLICATION FOR CERTIFIED POSITION

Current Date _____

Date Available for Employment _____

Last Name	First Name	Middle	Social Security Number
Present Address	Temporary until _____	Telephone _____	
Street _____	City _____	State _____	Zip _____
Permanent address			
Street _____	City _____	State _____	Zip _____
Telephone _____			

1. Have you ever been employed by this school district? No Yes
If yes, Dates _____

2. Your name during the period of employment, if changed since then _____

3. Have you ever been convicted of a felony? No Yes
Explain _____

B. EMPLOYMENT PREFERENCE

1. Type of Application
 - Full time employment only
 - Temporary, Part-time, or Substitute only.
 - Either (a or b).

2. Kind of employment (check only those areas for which you can qualify and in which you would accept employment)
 - Elementary School Teacher
 - Middle School Teacher
 - High School Teacher.

Professional School Service employee (administrator, counselor, Librarian, Nurse, etc.)

3. Elementary Applicants

List grade level preference: a. _____ b. _____ c. _____ d. _____

List other subjects you are qualified to teach: a. _____ b. _____
c. _____

4. Middle School/High School Applicants

a. Major teaching field _____

List the subjects you are certified to teach in your major:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

b. Minor teaching field _____

List the subjects you are certified to teach in your minor:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

c. Other areas you are qualified to supervise:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

C. EDUCATIONAL PREPARATION

	Kind of Degree	Date of Graduation	Name of Institution	Location
1. High School				
2. Undergraduate				
3. Graduate				

College Major _____ No. of Hours _____ Grade Average in Major _____

College Minor _____ No. of Hours _____ Grade Average in Minor _____

4. Practice Teaching:

Completed

Taking

None

If you have completed practice teaching within the last 3 years or are now taking it, please fill in the following

Name of Cooperating Teacher _____ School _____

Grade or subjects taught _____ Date Completed _____ Grade Received _____

D. PREVIOUS WORK EXPERIENCE

1. Total years experience in an accredited school under contract as a teacher

2. List below a complete chronological history of professional experience. Confidential references will be requested. In naming references, give preference to supervisors, principals, and other educators who are familiar with your professional work. DO NOT name as reference any person

who has already provided this information to your Placement Bureau. **Addresses for each reference must be complete.** Include supplementary sheet if space is inadequate.

PROFESSIONAL EXPERIENCE:

Dates		Name/Address of Employer	Assignments	Supervisor Name/Title
From	To			

3. OTHER EMPLOYMENT List Military Service if any, then account for employment experience other than in education.

Place	Employer	Assignment	Beginning Date	Ending Date

4. OTHER REFERENCES

Name	Present Address Street, City, State, Zip	Position of Reference when he/she knew of your work

Name of College or University Placement Bureau in which you are registered _____

I will instruct the College or University to forward my placement folder: Yes No

If you are known to any reference by any other name than the one listed in Section A, write your former name in the space provided. _____

E. ENCLOSURES TO APPLICANT

Check the following items when they are complete, then mail the application along with all required enclosures to:

Stonewall Public Schools
Attn: Superintendent's Office
Rt. 2 Box 1-A
Stonewall, OK 74871

- LETTER OF APPLICATION type or in script. We suggest the you include in your letter information regarding your interests, community and civic activities, and any other appropriate information such as honors, publications, positions of trust, or any experiences that lend support to your application. List school activities you are prepared to direct.
- TRANSCRIPT OF COLLEGE CREDITS If the transcript is incomplete because you are currently enrolled in school, attach to the incomplete transcript a list of those courses and the semester hours to be earned.
- COPY OF OKLAHOMA TEACHING CERTIFICATE or indication of your ability to obtain certification; specify type and areas of certification.
- APPLICATION SUPPLEMENT – (Optional).

F. INTERVIEW:

If the applicant was interviewed on campus during the current school year, another interview will not be necessary. If the applicant is selected for an interview they will be contacted by phone at the number provided. The application must be completed in detail, all materials must be in, and an interview must be held in order for an applicant to be employed.

I understand that my application will remain active for the present school year.

I certify that to the best of my knowledge the facts set forth in my application are accurate and complete, and I understand that intentional falsification could be grounds for dismissal.

Signature of Applicant _____ Date _____

FIRE DRILLS

Four regular drills are required by law; drills should be held from time to time in order that students will be able to leave the building quickly and in orderly manner. One shall be held within the first 15 days of school each semester, and a second drill anytime after the 30th day of the semester.

USE OF BACK SUPPORT

Back supports shall be used by custodial and/or cafeteria personnel whenever lifting anything over twenty-five (25) pounds. Since the district provides these back supports if injury occurs when lifting over twenty-five pounds and back supports are not in use the district shall not be liable.

CHAPTER 5 SUSPENSION, DEMOTION OF SUPPORT EMPLOYEES

5.01 SUSPENSION, DEMOTION OR TERMINATION OF SUPPORT EMPLOYEES

5.01

SUSPENSION, DEMOTION, OR TERMINATION OF SUPPORT EMPLOYEES

In order to comply with Title 70 of the Oklahoma Statutes, Sections 24-132 thru 24-136, the Stonewall Board of Education hereby adopts the following procedure for the suspension, demotion, or termination of support employees.

For the purposes of this policy a "support employee" is defined as a full-time employee of a school district who provides those services, not performed by professional educators or licensed teachers, that are necessary for the efficient and satisfactory functioning of a school district.

No support employees who have been employed in Stonewall school district for one year or more may be suspended, demoted, or terminated except for the causes set out by this policy by the Stonewall Board of Education.

Nothing contained in this policy shall prevent the board of education from acting on its own violation in matters pertaining to suspension, demotion, or termination of support employees.

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 a school district, the Superintendent of Schools may suspend for a period exceeding 10 days, the superintendent of the district shall initiate proceedings for 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 proceeding against the employee during or after suspension for termination as provided in this policy.

Prior to any demotion or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by Stonewall Board of Education. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within 10 working days of said notice or be deemed to have waived his or her right to a hearing.

If the support employee requests a hearing, the hearing shall be conducted at the next or next succeeding regularly scheduled meeting of the Stonewall Board of Education if the request is received by the clerk of the board at least 10 days prior to aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Stonewall Board of Education. The special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of employee's request.

The decision of Stonewall 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.

In order to comply with Title 70 of the Oklahoma Statutes Sections 24-132 thru 24-136, the

Stonewall Board of Education hereby adopts the following causes for suspension, demotion, or termination:

1. Failure to be at work station at starting time.
2. Leaving work station without authorization prior to lunch periods, or end of work day.
3. Excessive un-excused absenteeism.
4. Chronic absenteeism for any reason.
5. Excessive tardiness.
6. Wasting time or loitering during working hours.
7. Leaving work area during working hours, without permission first, for any reason.
8. Falsification of personnel or other records.
9. Possession of weapons on the premises at any time.
10. Removing district property, records or confidential information from premises without proper authority.
11. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
12. Theft or misappropriation of property of employees, students or the district.
13. Sabotage.
14. Distracting the attention of others.
15. Refusal to follow instructions of supervisor.
16. Refusal or failure to do work assignment.
17. Unauthorized operation of machines, tools, or equipment.
18. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
19. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the district.

20. Creating disturbances on the premises at any time.
21. Creating or contributing to unsanitary conditions.
22. Practical jokes injuries to employee's or district property.
23. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
24. Disregard of known safety rules or common safety practices.
25. Unsafe operation of motor driven vehicles.
26. Operating machines or equipment without safety devices provided.
27. Gambling, lottery, or any other game of chance on district property.
28. Unauthorized distribution of literature, written or printed matter of any description on district property.
29. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at anytime without specific authority of the administration.
30. Poor workmanship.
31. Immoral conduct or indecency including abusive and-or foul language.
32. No personal calls during working hours, except for emergencies. This includes incoming and out-going calls.
33. Walking off job.
34. Signing in or out on or for another employee's time sheet.
35. Smoking in an unauthorized area or at any unauthorized time.
36. Failure to follow district dress code.
37. Refusal of job transfer within the district, if transfer does not result in a demotion.
38. Abuse of "breaks" (rest periods) or meal period policies.
39. Insubordination of any kind.
40. Violation of any district rule or policy.

41. Violation of any administrative rule or order.
42. When it is in the best interest of the school district any support personnel may be suspended, demoted, or terminated.

Violation of any of the above shall be sufficient grounds for the suspension, demotion, or termination of the support employee.

SUPPORT EMPLOYEE
PROGRESSIVE DISCIPLINARY POLICY

When an employee violates the rules and policies of Stonewall Public Schools, said employee will be subject to reprimand. General reprimand procedures shall be as follows:

- Violation 1** – The employee will receive an oral reprimand when a violation is committed. A note concerning the date and reason for reprimand will be inserted in the employee's personnel file by the supervisor.
- Violation 2** – The employee will receive a written disciplinary warning when a second rules violation is committed. This warning will become a part of the employee's file.
- Violation 3** – The third rules violation will constitute a three (3) day disciplinary suspension without pay.
- Violation 4** – The fourth rules violation will constitute a recommendation to the board of education for discharge.

Any and all of these steps may be bypassed and termination recommended immediately based upon the severity and affects of the violation(s).

A disciplinary suspension may be appealed to the school's board of education.