

**Oologah-Talala
Public Schools
Employee Handbook
2024-2025**



Phone Extensions

Central Office		
David Wilkins	6048	Superintendent
Kendra Adkins	6045	Asst. Superintendent
Kaleb Hotfelt	6079	Finance/HR
Cindy Lovelace	6076	Payroll
Leslie Dunavent	6080	Activity Funds
High School		
Kevin Hogue	6210	Principal
Scott Doss	6216	Assistant Principal
	6211	Principal's Secretary
	6221	Attendance Secretary
Dru Dixon	6174	Athletic Director
Rebecca Nutter	6220	Athletic Secretary
Sharon Holmes	6214	11/12 Counselor
Adrienne Shockey	6212	9/10 Counselor
Middle School		
Kelli Dixon	6215	Principal
Amber Fitzgerald	6158	Assistant Principal
Janet Thoenen	6161	Principal's Secretary
Nicole Moffett	6155	Attendance Secretary
Melissa Gibson	6154	Counselor
Upper Elementary		
Hilary Morsey	6164	Principal
Kylie Easterwood	6047	Assistant Principal
Sarah Austin	6137	Principal's Secretary
Jaylene Seratte	6041	Attendance Secretary
Crystal Murphy	6042	Counselor
Shonna Kubien	6053	HS/MS/UE Nurse
Jared Tice	6237	School Resource Officer

Lower Elementary		
Kaysha Bell	6142	Principal
Ashley Radcliff		Assistant Principal
Taryn Meeds	6144	Principal's Secretary
Jennifer Pfeiffer	6141	Attendance Secretary
Carry Wells	6143	LE Nurse
Operations		
Brady DeSpain	6230	Operations Director
Dwight Tackitt	6226	Custodial
Jeff Cluck	6087	Transportation
Cole Breshears	6230	Maintenance
Nick Villalobos	6263	Maintenance
Jeff Slater	6085	Grounds
Technology		
Rick Fisher	6349	Technology Director
Mike Murray	6078	Technology
Danna McGuire	6080	Technology
Enrollment		
Donna Parrett	6055	Enrollment
Carly Batson	6055	Enrollment
Child Nutrition		
Monica Wells	6213	Child Nutrition Coordinator
Special Services		
Sherry Hutchinson		Special Services Director

School District Policies

This District Policy Manual codifies the official policies of the Board of Education and includes the administrative regulations associated with selected policies. School Board policies state positions adopted by the Board in order to provide direction, control and/or management of its legal functions.

The goals of all policy are to present clear, concise, and distinct directives to the Board's staff and to serve as a primary communication tool with the general public with specific attention to students, parents and/or guardians. Regulations, state procedures, and rules developed by the administration are intended to guide and direct the implementation of Board policy.

It is the obligation of employees to familiarize themselves with and follow Board policies. Employees are responsible for familiarizing themselves with and following all administrative regulations.

One should consider two basic points when using the District Policy Manual: **(1) the policies represent official positions of the Board, and (2) federal, state and local statutes drive the legal basis for these policies and regulations.**

A paper copy of the district's Policy Manual is available in the Superintendent's office. An electronic copy of the District Policy Manual is available on the school's website. Policies are updated periodically throughout the year as more or different information is available or as laws are enacted or amended.

School Calendar

The current school calendar is posted on the school's website.

Payroll Dates:

Each employee will receive monthly compensation by the 15th of each month. Payroll will be set to be distributed on the 15th of the month unless the 15th falls on a weekend, a holiday, or a school break. In this case, payroll will be run on the last business day that school is in session before the 15th of the month.

Teacher Work Hours:

Teachers working hours are from 7:45am to 3:10pm.

Daily Schedules:

Middle School/ High School

Middle School Schedule		High School Schedule	
TIME	PERIOD	TIME	PERIOD
7:55-8:00	FIRST BELL	7:55-8:00	FIRST BELL
8:00-8:50	1 st PERIOD	8:00-8:50	1 st PERIOD
8:55-9:45	2 nd PERIOD	8:55-9:45	2 nd PERIOD
9:50-10:45	3 rd PERIOD	9:50-10:45	3 rd PERIOD
10:45-11:35	4 th PERIOD	10:45-11:35	4 th PERIOD
11:40-12:30	5 th PERIOD	11:40-12:10	LUNCH
12:35-1:05	LUNCH	12:15-1:05	5 th PERIOD
1:10-2:00	6 th PERIOD	1:10-2:00	6 th PERIOD
2:05-2:55	7 th PERIOD	2:05-2:55	7 th PERIOD

Elementary Schools

Classes begin at 8:00am and end at 2:50pm

Student Attendance:

It is imperative that student attendance is taken regularly and is maintained accurately. Please update your classes' attendance in the student information system at the beginning of each class period.

Administrative Policies:

Name Change, Address and Telephone Numbers:

Teachers should report change of name, change of address, and telephone numbers to the Board of Education Office immediately after change is made. Failure to do this may create errors in our records.

Title IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

If you suspect any adult or child's Title IX rights have been violated, please contact the Title IX Coordinator or Deputy Coordinator:

Coordinator: Kendra Adkins 918-443-6000 or kendra.adkins@oologah.k12.ok.us

Deputy Coordinator: Scott Doss 918-443-6000 or scott.doss@oologah.k12.ok.us

Title IX link to school website <https://www.oologah.k12.ok.us/page/title-ix>

Lending of Equipment:

Equipment cannot be checked out or lent to individuals without permission from the Superintendent's office. This request should be made through your principal and permission must be granted in writing or by email.

Use of Building:

Permission for use of school buildings for other than school organizations is granted by the Superintendent, Athletic Director, or Building Principal.

Teacher's Absences:

A teacher who is absent must notify the Principal or Principal's designee who in turn will make arrangements for a substitute.

Substitute Teacher:

All substitute teachers will be scheduled through the Principal's office at each site. Substitute pay is: \$65 for noncertified, \$70 for secretary, and \$75 per day for certified substitutes. All substitutes are required to have a national criminal history record check (Ok. State Senate Bill 2199).

Certificate, Transcripts and Background Checks:

An Oklahoma Certificate which is valid for the current school year, a complete up-to-date transcript, and a current criminal history check are required to be on file in the office of the Superintendent. State Law requires that no warrant be issued unless the teacher holds a valid teaching certificate.

Use of School Buses:

School buses are available for use by activity groups of the Oologah-Talala School System. Requests for buses should be made at least 3 days before needed. The early requisition is absolutely necessary in order to provide buses and secure drivers. The activity group using the bus must provide an adult sponsor for each bus used.

Purchase Order Procedure:

Any expenditure of district funds, including student activity funds, must be preceded by an authorized purchase order. Activity fund purchases must be approved Leslie

Dunavent, Activity Fund Custodian. All other fund purchases must have approval by Dr. Wilkins.

No payment will be made without an approved Purchase Order. Obtaining verbal approval from the Superintendent does **NOT** exempt you from obtaining P.O. number and following proper procedure.

Travel:

OTPS will be using a per diem to pay for meal expenses instead of reimbursement beginning the 2022-2023 school year. Per Diem for meals are only paid for travel that includes an overnight stay. The Per diem rate is \$55/day for meeting days that involve no travel. The per diem is \$41.25/day for travel days.

Incidentals require itemized and dated machine-printed receipts. Sign and indicate the event on each receipt.

Mileage:

From time to time, different individuals connected with the school take athletic, music, or other groups to various places for which the school allows mileage of fifty-six (.56) per mile usually paid by the activity. Reimbursement for mileage must be approved by the Superintendent, Assistant Superintendent or Athletic Director. It will only be approved if the Transportation Director has confirmed a school vehicle is not available.

Attendance:

It is important for employees of OTPS to be present for work except when missing for illness or other factors covered by the leave policy. Any employee experiencing a challenge or barrier to attendance should immediately meet with their direct supervisor.

General Policies:

Chain of Command:

1. The Principal is charged with the responsibility for the organization and operation of his/her building.
2. No teacher will be employed without the recommendation of his/her Principal.
3. Teachers should handle school business through their Principal.
4. The practice of individual teachers going to the individual School Board Members to present school problems is looked upon with disfavor. If you have a problem, present it to your building Administrator. If your building Administrator cannot handle the problem, he/she will in turn present the problem to the Superintendent. If after following this procedure, the problem is not resolved, you will be given an opportunity to present your problem to the Board of Education at a regularly scheduled Board of Education meeting.

Custodians:

1. For the regular upkeep of our building, you will be responsible to the Principal of the building in which you work.

2. General maintenance is the responsibility of every school custodian. Dwight Tackitt is the Custodian Supervisor. When the need arises, he may call all custodians to assist in a particular maintenance job at any school in the system.
3. Custodial supplies may be obtained from the central warehouse storage. Custodians are responsible for the cleanliness and maintenance of their building.
4. Minor repairs should be made at once. Major repair needs should be reported to Brady DeSpain at once and followed through to completion.
5. At any time you have a problem which you feel should be called to the attention of the Superintendent, please feel free to come to his office.

Instructions for Bus Drivers:

1. No person shall drive a school bus at a speed greater than a maximum of fifty-five (55) miles per hour except on turnpikes and interstate highways, where the maximum shall be sixty-five (65) miles per hour.
2. Bus drivers who need a substitute driver should notify the director of transportation.
3. Bus drivers shall be on the bus when students are loading and unloading.
4. The use of cellular devices while operating a bus is strictly forbidden.

Tobacco Free:

It is the policy of the Oologah-Talala Board of Education that tobacco usage of any kind of prohibited on all school owned property.

Drug-Free Workplace Regulations:

The Drug-Free Workplace Act of October 1988 and the Drug-Free Schools and Community Act Amendments of 1989 requires that each employee is informed of the following information:

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. The unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited.
3. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate paragraph No. 2.
4. Compliance with the aforementioned standards (paragraph 3) is mandatory.
5. Information concerning available drug and alcohol counseling, rehabilitation, education, and re-entry programs are available to employees in each building principal's office and the superintendent's office.

Workplace Injury:

Any teacher or other OTPS School Personnel who is injured on the job must report the injury to a supervisor immediately. If the injury isn't life-threatening, proceed to the Nurse's office to receive necessary treatment. (If immediate attention is required, contact Brady DeSpain immediately, and go directly to Access Urgent Care in Owasso, then get paperwork ASAP). All injured employees will need to go to Access Urgent Care for initial treatment and drug testing if necessary. Once all paperwork is complete, it is

important that the paperwork is returned to the Administration office in a timely manner to ensure concise communication with Worker's Compensation.

Reporting Child Abuse, Neglect, Exploitation and Trafficking:

District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHE). District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDCC). In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 years or older, any employee who suspects that an adult student is being mistreated should notify the principal.

Asbestos Management Plan (August 1996):

The federal government has required all schools to inspect for asbestos in all school buildings through the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). This rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans, and implement response actions. The notice is to inform you that the Oologah-Talala School District has complied with this rule and has developed a management plan for each building. The plans are available for inspection in the office of each school, the superintendent's office, or in the maintenance office.

Electronic or Digital Communication

The board of education shall designate school-approved platforms that may be used for communication with students. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG and state law.

Approved platforms for communication are: Remind, Student Email, Edgenuity, Aristotle, Hudl, Rank One

Activity Admission:

Varsity Event Tickets: \$5.00 (School aged children and up)
JH Event Tickets: Adults- \$5.00 Students- \$3.00

Passes:

Family Pass: \$200.00 Five Passes/Family- \$20.00 for each additional pass
Single Pass: \$100.00
Senior Adult Pass: Free if you are 65 or older and live in OTPS District

Reserved Basketball Seating:

Each Seat: \$40.00

There is a waiting list so please contact the Athletic Office at (918)443-6220.

Financial Policies

INTRODUCTION

The following handbook was written to help aid School Activity Fund sponsors, teachers, secretaries, and students in the proper procedures for handling School Activity Funds.

It is Mandatory for every person who handles School Activity Funds to attend an annual Sponsor meeting, read this handbook & sign that you have read & understand these guidelines & procedures. Failure to do so may halt or slow down the process of getting requisitions approved, purchases made, bills paid, money receipted, etc.

Portions of this handbook are taken from the Board of Education Policy Manual & the Oklahoma Schools Law book, Section 87.

- A. *The Board of Education shall exercise control over all funds and revenues on hand or hereafter received or collected, as herein provided, for student or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. Deposits of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount 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 a subaccount was established may be transferred to another subaccount by the custodian*
- B. *The board of education may designate that any of the following revenue be deposited for the use of specific school activity accounts, or to a general activity fund within the school activity fund:*
- 1. Admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
 - 2. Sale of student activity tickets;*
 - 3. Concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education;*
 - 4. Dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
 - 5. Income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
 - 6. Deposits for or collections for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds;*
 - 7. Other income collected for use by school personnel and other school-related adult functions.*

In summary, the Oklahoma Statutes mandate that the local Board of Education must be in control of all public funds collected and expended by a school district. Public funds have been defined by the Attorney General of Oklahoma to include but not limited to any funds raised by students; funds raised on school property that has not been rented by a parent support group; funds raised by a parent support group; funds raised by a parent support group that includes school personnel.

The Oologah-Talala Public Schools Board of Education is committed to the support of patron participation to benefit the educational goals and student involvement within the district. The Board further supports the philosophy that all funds raised by parent organizations be expended in a timely manner for the benefit of students who are currently in attendance at a respective site or participating in an activity.

School districts shall report all school activity fund financial transactions using the Oklahoma Cost Accounting System.

Specific procedures for all activity funds are as follows:

- 1. Prenumbered school activity fund receipts shall be issued for every account for each fiscal year.*
- 2. The activity fund sponsor and/or secretary shall issue receipts and keep records of credits, debits and balances.*
- 3. The books of each subaccount must reconcile with the records of the school activity fund.*
- 4. The purchase requisition is presented to the school activity fund custodian or their designee.*
- 5. The purchase order is then approved by District school activity fund custodian and sent to the sponsor. The order may then be placed with the vendor.*
- 6. Checks will be issued only when invoice or supporting document and merchandise have been received.*
- 7. All checks will be issued by the district school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.*
- 8. Records of all bad checks shall be kept and charged to proper subaccount.*
- 9. School activity funds shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable.*
- 10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly. This report shall show previous balance in each subaccount and total school activity fund balance. The School activity fund custodian shall reconcile the bank statement & include the info in the monthly report to the superintendent and board of education.*
- 11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian or their designee.*

RESPONSIBILITIES OF THE PRINCIPAL

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To appoint staff members to perform the duties of sponsors, who would be available at various times throughout the school day.
2. To inform the sponsor of the nature and extent of authority regarding the School Activity Fund.
3. To inform the sponsor of the practices and procedures which are acceptable and within the rules and regulations governing student body activities as a whole.
4. To select appropriate sponsors to represent all authorized student groups. The sponsor will conduct all fund-raising activities. Because the Principal is the approving officer, he may not act as group sponsor.
5. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
6. To periodically evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.
7. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
8. To report to the Superintendent, Business Manager or District Activity Fund Custodian cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.

GENERAL RESPONSIBILITIES OF ACTIVITY FUND ACCOUNT SPONSORS – SITE STAFF MAKING PURCHASES

Sponsors, PTO/Booster Clubs or site staff must complete financial procedures training to ensure knowledge and understanding of the proper procedures for operating and maintaining an activity account. The *Activity Account Affidavit of Responsibility* form (pg. 29) must be signed and filed with the Central Office District Activity Fund Custodian. No use of activity funds will be allowed until the required training is completed.

Sponsors, and site staff are responsible for the following duties depending on the nature of the activity:

If monies are being collected from students, it is the Sponsor's responsibility to inform students, at the beginning of each fundraiser/event, that should the sponsor be absent or unavailable to collect their fundraised money, they are to turn all funds in to the site building secretary.

1. Work closely with the group and give supervision and guidance to student officers (if applicable).
2. Keep accurate records for all fundraisers. **ALL Fundraisers must have Board approval before a fundraiser takes place.** (Revised form pg. 20). Complete the *Fundraiser Profit/Loss Report* (pg. 21) and turn in to the District Activity Fund Custodian at the completion of each fundraiser.
3. Make sure all receipts are properly accounted for and deposited with the site building secretary. A numbered Sponsor Deposit Receipt must be filled out, signed and dated by the sponsor & site building secretary (2 different people). Along with your Sponsor Deposit Receipt, attach the corresponding individual receipts (\$10 & over) &/or a collection sheet (pg. 23 for monies under \$10 or pg. 24 for gates/concessions etc.) The site building secretary will then write a receipt to the sponsor verifying the amount for deposit (please attach this to your Sponsor Deposit that is left in the book). **ALL ACTIVITY FUND MONEY MUST BE TURNED IN TO THE SITE BUILDING SECRETARY ON A DAILY BASIS.** All monies receipted are to be deposited on a daily basis unless the amount is less than \$100. Smaller amounts must be deposited no later than the end of the work week.
4. **Plan in advance.** Determine purchasing needs and enter requisitions in time to obtain approval and a PO# from the District Activity Fund Custodian prior to the actual purchase (*allow at least 2 days for PO's to be assigned once your RQ has been received*). Violations of purchasing procedures can be avoided by following this procedure.
Note: Sponsors/site staff should remember that when purchases are made prior to proper approval, they can/will be held personally responsible for payment of that purchase – not the activity fund account.
5. To authorize payment on merchandise, **sign and date all invoices and receipts (by signing the invoice you are letting us know that you have received the merchandise & the charges are correct)** then send to your site building secretary for payment processing. The site building secretary will forward to the District Activity Fund Custodian for payment.
6. Sponsors are responsible for shipping/handling costs. Ensure that funds are available to cover them. Estimate charges at 20% of your total purchase if actual charges are unknown. Note on the requisition if shipping/handling is free.
7. Do not make purchases or payments of any type from available cash. Payments for goods or services are to be made by check only & require a Purchase Order.
8. Do not collect any money for a returned check/non-sufficient fund check (NSF). All NSF checks **must** be paid to the District Activity Fund Custodian at the Administration Building.
9. Field trip transportation costs associated with usage of school vehicles are the responsibility of the activity account. Make sure enough money is in the account to cover the costs.
10. If a refund is deemed necessary, the student/parent must provide their receipt to show that the money was actually collected by the school.

RESPONSIBILITIES OF THE SITE BUILDING SECRETARY REGARDING ACTIVITY ACCOUNTS

1. EVERYTHING GOES THROUGH THE SITE BUILDING SECRETARY FIRST.
2. It is the duty of the site building secretary to exercise all responsibilities and maintain accurate and up-to-date records for School Activity Fund sub-accounts under their control.
3. Make sure that no activity sub-account operates in a deficit balance.
4. Verify all cash/checks presented to you for deposit at the time you receive them. The site building secretary will count all revenue received from each sub-account sponsor, make sure the sub-account receipts balance with the collections. Sign the Sponsor Deposit Receipt and issue the Sponsor a receipt using the "Oologah-Talala Public Schools" pre-numbered receipts.
5. **Make daily deposits to the bank** - All monies receipted are to be deposited on a daily basis unless the amount is less than \$100. Smaller amounts must be deposited no later than the end of work week. Copies of the receipts written are to be attached to a copy of the deposit slip and forwarded to the District Activity Fund Custodian each day in order to be posted to the sub-accounts.
6. Notify the District Activity Fund Custodian of discrepancies, noncompliance, and/or minimal record keeping. The Custodian will review & report the non-compliance to the Principal for corrective action.
7. Secretaries should set a time when all deposits must be turned in. Please bear in mind that a morning cut-off time is unrealistic.
8. Reconcile Activity Fund accounts monthly with the District Activity Fund Custodian & notify immediately of any discrepancies.
9. Be prepared for an impromptu audit by the District Business office staff.

RESPONSIBILITIES OF THE DISTRICT ACTIVITY FUND CUSTODIAN

1. The District Activity Fund Custodian is responsible for maintaining an accurate account of each activity fund sub-account within the district.
2. Posts all deposits to proper sub-accounts.
3. Assigns and records Purchase Order numbers.
4. Issues all disbursements. Payments are processed at least once a week.
5. Ensures that all sub-accounts do not have deficit balances; notifies the site building secretary when funds are not sufficient; or does not have proper documentation attached.
6. Reconciles bank statements each month.
7. Issues a monthly financial report to the Board of Education and submits monthly Activity Account Reports to the site building secretaries for reconciliation.
8. Prepares all activity fund records/reports and presents them to the school district auditors.
9. Available to assist school secretaries and sponsors at all times.
10. Collects payments for returned/non-sufficient fund checks (NSF) that have been returned to OTPS from the bank. If money is not collected on returned checks, the amount will be deducted from the activity fund account it was originally deposited into.

PROCEDURES FOR FUND RAISERS

All Fundraisers MUST be Board approved BEFORE the fundraiser begins

FUNDRAISED Monies collected will NOT be refunded to parents/students. The intent of the fundraiser is to earn money to help pay for the student/school activity/trip. ANY/ALL money collected for a fundraiser does not belong to the student/parent - it is the property of OTPS.

- A. Before any Activity Account can hold a fundraiser, the Sponsor must fill out the *Activity Fund Guideline* form (pg. 19). This form is how you are going to receive & spend your monies. These are filled out in April/May for the following school year & approved at the June Board Meeting. Sponsors must also fill out the *Fundraiser form* (Revised form pg. 20 - be specific with information) then email/deliver it to your site building secretary/District Athletic Director.
- B. When the appropriate approval signatures have been collected, the site building secretary/District Athletic Director will forward to the District Activity Fund Custodian.
- C. The Fundraiser forms will be processed & the Board Clerk will add the requests to the Board meeting agenda for Board approval.
- D. After the Board Mtg you will receive a copy of the fundraiser request indicating whether it was approved or disapproved
- E. **PLEASE NOTE:** If you make changes to a previously Board Approved fundraiser IT MUST BE RESUBMITTED FOR APPROVAL otherwise it is not the same fundraiser and not authorized
- F. Once a fundraiser is approved – you may submit a requisition to be approved by the Principal and a Purchase Order issued by the District Activity Fund Custodian before you order the items for the fundraiser.
- G. All revenue received from the fundraiser must be identified on the receipt. All revenue must be received by the Site building secretary within two weeks after the last date of the fundraiser. If this is not possible, the District Activity Fund Custodian must be notified immediately after the fundraiser and given a date when all revenue will be collected.

If monies are being collected from students it is the teacher/sponsor's responsibility to inform students, at the beginning of each fundraiser/event, that should the teacher/sponsor be absent or unavailable to collect their fundraised money, they are to turn all funds in to the site building secretary to be receipted.

All funds collected (cash and checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the school's activity fund. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

All checks collected should be made payable to **Oologah-Talala Public Schools** or the school site/activity fund. Checks should not be made payable to an individual. A receipt will be issued as the law requires for all collected funds over \$10.00. A *Collection Sheet*, (pg. 23) may be used for funds collected **under \$10.00** in the classroom. There must be a very distinct audit trail for the collection of cash/checks. Pre-numbered receipt books are available from the District Activity Fund Custodian.

- H. If two (2) or more fundraisers are in progress for the same organization at one time, they must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
- I. After each fundraiser is completed, the *Fundraiser Profit/Loss Report* (pg. 21) must be completed & turned in to the District Activity Fund Custodian. If for any reason, you have merchandise that you could not sell due to damage, or merchandise was donated to another organization, you must explain the reason for the variance (i.e. gave t-shirts to elementary school for silent auction, suckers were donated for student achievement, etc...). Fundraiser profit must not be estimated.

- J. If the revenue from the fundraiser is not going to be used for its purpose as stated on the *Fundraiser Request & Form A* in the fiscal year it was raised, the District Activity Fund Custodian must be notified in writing to determine if this will be permissible. The District Activity Fund Custodian &/or Superintendent will approve or disapprove the transaction and you will be notified in writing.

Note: Due to “New” standards required by the USDA’s “All Foods Sold In Schools” ruling, our fundraiser form has been revised (pg. 20) in order to help us meet these new standards – (destroy any of the old forms you may have – they will not be accepted if turned in)

OSDE Regulations

- All foods that meet the regulatory standards **may** be sold as fundraisers on the school campus during school hours but are not allowable while serving meals to students during breakfast or lunch hours.
- **Foods that do NOT meet standards BUT are NOT edible upon delivery are allowable** (ex. Frozen cookie dough or Blue & Gold sausage).
- Standards do **not** apply to items sold during non-school hours, weekends, or off-campus
- Maximum duration of 14 days per

The fundraiser shall be held on the date or dates requested on the form. If the fundraiser cannot be on the dates requested, please notify the District Activity Fund Custodian in writing five (5) days prior to the dates on the original request. Finally, if the fundraiser goes beyond the dates submitted, the District Activity Fund Custodian must be notified in writing when the last day the fundraiser will occur & why it went beyond the dates submitted.

TRACKING - It is recommended that you start a notebook to help you track your fundraisers – set up dividers for each fundraiser and keep **copies** of requisitions, receipts, invoice’s – any paperwork that will help you keep an accurate tracking for each fundraiser

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while attending a school sponsored activity. You are NOT allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal out to the same net profit at the end of the process, all funds must still be deposited in the school activity fund in order to have a proper audit trail.

PROCEDURES FOR PURCHASING

1. All purchases made from School Activity Funds must be for the benefit of the students, e.g., entry fees for contest, field trips, etc. However, certain items not directly benefiting the students can be purchased if a fundraiser was held for that specific purpose.
2. Before making any purchase, a requisition must be properly completed & submitted in Wen-GAGE. This includes quantity, item name, description, and cost. Type a brief Description (if you have a quote or completed order form, you can write "See Attached Quote" after your brief description, and email or send the quote/order to the District Activity Fund Custodian to attach to the PO).

Note: When requests are submitted for entry fees, field trips, events, workshops, travel etc. the dates and location must be in the description.

If a Vendor is not setup in the computer, send an email to the District Activity Fund Custodian with the Vendor Information – Vendor Name, Address, City, State, Zip, Phone # & W9 (Federal Tax ID). It is your responsibility to get a W9 from the vendor if it is not on file. You will be notified as soon as a vendor # has been assigned.

3. Once the requisition has been completed & submitted in Wen-GAGE, it is automatically forwarded to your site building secretary/Principal for approval & then to the District Activity Fund Custodian to be assigned a PO #.
4. Upon approval, the Purchase Order will be emailed to the Site Building secretary &/or Sponsor. Once you have received the PO #, you may place the order/make the purchase. Please provide the purchase order number to the vendor when placing the order.
5. Each RQ/PO is to be used only for the purpose intended. Any additional purchases will require a new PO.
6. An invoice cannot exceed the Purchase Order by more than ten (10) percent due to shipping or an unforeseen increase in price. ****Blanket PO's cannot be increased for any reason.**
7. After the purchase has been made & received; please inspect all items purchased for proper quantities and quality. All invoices should be original and signed by the employee (to authorize that it is correct). **The invoice date cannot be before your PO Date.** All signed invoices and supporting documents must be sent to the Site Building Secretary for payment processing. Statements do not constitute adequate support and no payment will be issued from a statement.
8. DO NOT hold invoices. Vendors must be paid in a timely manner. Sponsors are expected to process invoices within 5-7 business days of receipt. This also eliminates the possibility of invoices being lost.
9. Properly signed invoices received by the District Activity Fund Custodian will be processed for payment at least once a week.
10. Under no circumstances should any expenditure be made from collections or cash on hand! This is in direct violation of State Law and is expressly forbidden.

IMPORTANT

IF AN ORDER IS PLACED PRIOR TO APPROVAL, YOU DO SO AT YOUR OWN FINANCIAL RISK! REMEMBER YOU WILL BE RESPONSIBLE FOR PAYMENT OF THE ORDER NOT THE ACTIVITY FUND ACCOUNT.

Please Note: DO NOT ship or bill to your home address

THE BILL TO ADDRESS IS ALWAYS:

PO Box 189, Oologah, OK 74053

THE SHIP TO ADDRESS IS ALWAYS:

10700 S Hwy 169, Oologah, OK 74053

DO NOT PURCHASE GIFT CARDS. When gift cards are used as incentives or rewards for employees, they can become taxable income.

VERBAL FUNDING AGREEMENT – If you are told that you can spend \$xxx. amount of money on a purchase, it is your responsibility to complete an RQ in order to obtain a purchase order number and you must follow all purchasing procedures before a purchase can be made.

PROCEDURES FOR RECEIPTING MONEY/PREPARATION FOR DEPOSIT

1. A receipt shall be issued for all daily collections \$10.00 & over. For collections under \$10.00 you must either attach a list or fill out the *collection sheet* (pg. 23) & turn in with your deposit.
 - All money will be receipted online in INTOUCH PAY
 - Copy emailed/printed for parent
 - EOP report turned into the site building secretary w/supporting collections
 - Copy shall remain with building secretary.
 - Revenue by tender report sent along with deposit to Activity Fund Custodian
2. All checks should be made payable to Oologah-Talala Public Schools (OTPS) or a specific activity account name
 - Sponsors should direct students to ask that a current phone number be written on a check if they collect a check for a fundraiser.
3. Sponsors collecting money after school hours should date the receipts for the next day.
4. Sponsors CANNOT receipt themselves for money collected! Each student/person turning in money must be written a receipt & a copy of that receipt must accompany the deposit.
5. DO NOT PUT DEPOSITS IN THE INTER-OFFICE MAIL. DO NOT LEAVE DEPOSITS ON THE SITE BUILDING SECRETARY'S DESK. Funds must always be given to the site building secretary in person. The site building secretary will write you a receipt upon verification of deposit amount & take the deposit to the bank.
6. Your Activity account should be treated as a checkbook. You will be responsible to reconcile each fundraiser balance at the end of the fundraiser.

If a refund is deemed necessary, the student/parent must provide their receipt to show that the money was actually collected by the school.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Tony Sappington as the employee responsible for receiving complaints. Complaints may be provided via telephone at 918-443-6000 and via email to tony.sappington@oologah.k12.ok.us. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-157**
 State Accreditation Standard 210:10-1-23

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM
AND COMPLAINT PROCESS
COMPLAINT FORM**

TO: _____,

This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

Standards of Performance and Conduct for Teachers

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - o Exclude any student from participation in any program;
 - o Deny benefits to any students; or
 - o Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

1. *Willful neglect of duty;*
2. *Repeated negligence in performance of duty;*
3. *Mental or physical abuse to a child;*
4. *Incompetency;*
5. *Instructional ineffectiveness;*
6. *Unsatisfactory teaching performance; or*
7. *Commission of an act of moral turpitude.*
8. *Abandonment of contract.*

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

1. *Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or*
2. *Any felony offense.*

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. *"Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and*
2. *"Sexual misconduct" means the soliciting or imposing of criminal sexual activity.*

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.