

TABLE OF CONTENTS

FOREWORD

POLICY CODE

ADMINISTRATION

Administrative Council	A-AA
Calendar	A-CA
Meetings, Scheduled, Monthly Interaction	A-MA
Record System, District.....	A-RA
School Year	A-SA

BOARD OF EDUCATION

AIDS/HIV, Personnel.....	B-AA
AIDS/HIV, Students.....	B-AB
AIDS/HIV, Student and Personnel Confidential Information, Medical	B-AC
Appointments to Advisory Committees	B-AD
Executive Officer, Superintendent	B-BA
Child Nutrition Protest Procedures	B-CH
Claremore Public Schools Foundation	B-CA
Claremore Public Schools Mentoring Program	B-CB
Communicable Diseases	B-CC
Contagious Health Conditions	B-CCA
Contracts, Teachers	B-CD
Conflict of Interest Policy-Employees	B-CI
Criminal Records Search.....	B-CR
Defibrillator	B-DAA
Drug-Free Workplace Policy	B-DA
Educational Philosophy.....	B-EA
Emergency Plans	B-EB
Evaluation of the Superintendent (Policy Statement)	B-EC
Federal Programs, Complaint Procedures	B-FAA
Federal Programs, Conflict of Business Interest.....	B-FAB
Free and Reduced-Price Meals.....	B-FA
Grievance, Certified Staff	B-GA
Grievance, Discrimination, All Employees and Students.....	B-GB
Grievance, Support Staff	B-GC
Hygiene and Sanitation (Blood borne Pathogens)	B-HA
Hygiene and Sanitation Routine Procedures for Sanitation and Hygiene When Handling Body Fluids	B-HB
Interference with Peaceful Conduct of School District Activities	B-IA
Instructional Television/Video Materials.....	B-IB
Indian Policies & Procedures	B-IPP
Library Materials Selection Policy.....	B-LA
Medical Marijuana	B-M
Meetings	B-MA
Member Elections	B-MB

BOARD OF EDUCATION (continued)

Member Powers and Duties	B-MC
Member Workshops	B-MD
Drug Testing-Employees.....	B-MM
Nepotism	B-NA
Native American Indian Policies and Procedures-Claremore School District.....	B-NAIPP
Non-Discrimination Statement.....	B-NB
Non-Fraternization	B-NC
Naming of School Facilities	B-ND
Open Records Act Public's Right to Know	B-OA
Policy Book Update	B-PA
Privacy at School.....	B-PAA
Public Participation at Board Meetings, Agenda Items	B-PB
Public Participation at Board Meetings, Audience Items	B-PC
Professional Conduct by Staff.....	B-PCA
Property Sponsored Signage on School Property	B-PSS
Qualifications of Superintendent.....	B-QA
Recognition of Accomplishment.....	B-RA
Sexual Harassment.....	B-SB
Social Networks and Other Forms of Communication.....	B-SN
Student Records, Policies and Procedures	B-SC
Superintendent's Residence.....	B-SR

FISCAL

Acquisition of Services.....	F-AA
Activity Funds	F-AB
Audits	F-AC
Bidding Requirements	F-BA
Bills and Payments, Sports	F-BB
Compensation Schedule, Certified	F-CA
Credit/Debit Cards.....	F-CC
Comparability of Federal Funds.....	F-CF
Comparability of Services	F-CS
Disposal of Surplus School Property.....	F-DA
Sale of District Surplus Property.....	F-DAA
Extra-Curricular Duty Stipend Schedule.....	F-EA
Federal Funds, Allowable Expenditures	F-FA
Financial Management	F-FAA
Finance	F-FAB
Fundraisers, District	F-FB
Investment Policy	F-IB
Fiscal Internal Control.....	F-IC
Pay Date Schedule	F-PA
Payroll Authorization	F-PB
Purchasing, Local	F-PD
Reimbursements, Expense.....	F-RA
Travel Policy	F-RAA
Purchasing and Distribution.....	F-RB

Salary Deductions	F-SA
Salary Forfeiture	F-SB
Sales	F-SC
Sanctioning of Organizations and Associations	F-SD
Teacher School Warrants: Payment Conditions	F-TA
Treasurer	F-TB
Treasurer, Assistant	F-TC

INSTRUCTION

Advanced Placement (AP) Instruction Compensation	I-AA
Class Ranking, Computing Student Grade Points	I-CA
Concurrent Enrollment Policy	I-CB
CRT Preparation and Remediation Plan.....	I-CC
Curriculum Authority	I-CD
Evaluation	I-EA
Grading Policy	I-GA
Grading Policy, Handicapped Students	I-GB
Graduation Requirements, High School	I-GC
Valedictorian Candidate Policy	I-GCC
Home School or Non-Accredited Schools, Entry or Re-Entry to School From....	I-HA
Home School Withdrawal To	I-HB
Honor Societies, State and National	I-HC
Honor Students	I-HD
Honors Classes, Entry Criteria For	I-HE
Promotion, Proficiency Based	I-PA
Specifications.....	I-SA
Testing Policy, In-District	I-TA
Testing Reading Proficiency for Driver's License.....	I-TB
Valedictory Candidates and Honor Graduates	I-VA
Weighted Grading Scale-Honors & Advanced Placement Courses	I-WA

NEGOTIATIONS

Board Negotiating Agents/Superintendent's Role in Negotiations.....	N-BA
Continuing Negotiations, Support Personnel	N-CA
Negotiations Procedures, Certified Personnel	N-NA
Negotiations Procedures, Support Personnel.....	N-NB

OPERATIONS

Building and Grounds.....	O-BA
Building and Grounds, Security	O-BB
Equipment, Sports.....	O-EA
Equipment, Use of	O-EB
Facilities, Priority Use of.....	O-FA
Facilities, Sports	O-FB
Facilities, Use of During Non-School Hours.....	O-FC
Facilities, Use of During School Hours.....	O-FD

OPERATIONS (continued)

Facilities, Use of, Free	O-FE
Facilities, Use of, Procedures	O-FF
Facilities, Use of, Regulations	O-FG
Food Services.....	O-FH
Procurement Child Nutrition Program Policy	O-FHH
Fund Raising Projects, Sports.....	O-FI
I.D. Badges, Adults.....	O-IA
Inventories	O-IB
Leasing Buses	O-LA
Loss	O-LB
Metal Detectors, Use of	O-MA
Smoking.....	O-SA
Transportation, Activity Trip, Driver Companion.....	O-TA
Transportation, Activity Trip, Drivers.....	O-TB
Transportation, Activity Trip Pay.....	O-TD
Transportation, Designated Bus Stops.....	O-TDD
Transportation, Expenses for Approved Activity Trips.....	O-TE
Transportation, Routes.....	O-TH
Transportation, Use of School Buses, Prohibited.....	O-TJ
Vandalism and Crowd Control, Sports	O-VA

PERSONNEL, CERTIFIED STAFF

Assignments and Transfers.....	PC-AA
Assignments and Transfers, Professional Staff	PC-AB
Athletic Events, Gate Help	PC-AC
Athletic Events, Officials	PC-AD
Back-to-School Night or Open House	PC-BA
Certificates	PC-CA
Contracts for Career, Probationary, Temporary & Interim Employment.....	PC-CB
Contracts for Games and Officials.....	PC-CC
Due Process Hearing Procedure for Dismissal or Non-Reemployment Of Career and Probationary Teachers	PC-DB
Duties for Shared Teachers.....	PC-DC
Evaluation of Certified Staff.....	PC-EA
Insurance Committee	PC-IA
Intern Teachers	PC-IB
Mileage for Shared Teachers	PC-MA
Opening of School In-Service.....	PC-OA
Orientation, All Staff	PC-OB
Payment of Late Salary Increase	PC-PA
Personnel File Contents	PC-PB
Personnel File Reproduction.....	PC-PC
Personnel File Review	PC-PD
Personnel Records, Other	PC-PE
Reassignment, Certified and Support	PC-RA
Reduction in Professional Staff	PC-RB
Records Investigation	PC-RC
Resident Teachers and Resident Committees	PC-RT

PERSONNEL, CERTIFIED STAFF (continued)

Split Schedule	PC-SA
Staff Development	PC-SB
Staffing Philosophy.....	PC-SC
Substitute Teachers	PC-SD
Substitute Teachers, Arrangements for Professional Staff	PC-SE
Substitute Teachers, Pay	PC-SF
Summer School Teachers	PC-SG
Teacher Lunch Period	PC-TA
Teacher/Parent Conference Days.....	PC-TB
Teacher's Request for Field Trip.....	PC-TC
Teacher Work Day and Teachers' Meetings	PC-TD
Tobacco-Free Workplace/Personnel	PC-TE
Vacancies Within System	PC-VA

PERSONNEL, CERTIFIED STAFF, BENEFITS

Summary of Benefits, Certified Staff	PCB-
Above Degree Hours Incentive Pay	PCB-AA
Above Degree Hours Incentive Pay, Guidelines	PCB-AB
Activity Pass	PCB-AC
Bought Planning Period	PCB-BA
Compensation, High School Department Head	PCB-CA
Compensation, School Event	PCB-CB
Court Witness and Jury Duty Leave	PCB-CC
Death Benefit	PCB-DA
Incentive Pay Period	PCB-IA
Insurance, Health, Compensation	PCB-IB
Insurance, Plan 125 Benefit	PCB-IC
Leave, Bereavement (Short-Term)	PCB-LA
Leave, Emergency (Short-Term)	PCB-LB
Leave, Exhausted, Salary Payment	PCB-LC
Leave, Extended.....	PCB-LD
Leave, Family and Medical.....	PCB-LE
Leave, Personal	PCB-LF
Leave, Personal Business	PCB-LG
Leave, Personal Day, Compensation Transfer.....	PCB-LH
Leave, Personal, Pay	PCB-LI
Leave, Professional (Short-Term).....	PCB-LJ
Leave, Sick (Short-Term)	PCB-LK
Leave, Sick, Benefit	PCB-LL
Leave, Sick, Catastrophic.....	PCB-LM
Maternity.....	PCB-LN
Masters/Doctorate Degree Salary	PCB-MA
One-Half Year Salary Step	PCB-OA
Retirement Benefit	PCB-RA
Retirement Compensation.....	PCB-RB
Vacation, Administration	PCB-VA

PERSONNEL, SUPPORT STAFF

Communications Meeting	PS-CA
Custodian, Lead Pay	PS-CB
Days Off	PS-DA
Definition	PS-DB
Job Openings	PS-JA
Lunch Period	PS-LA
Orientation, All Staff	PS-OA
Policy Notebook	PS-PA
Reassignment, Certified and Support	PS-RA
Reduction in Force, Support	PS-RB
Rules of Conduct for Support	PS-RC
Staff Development, Days, Support	PS-SA
Substitutes, Support Personnel	PS-SB
Supervision	PS-SC
Suspension, Demotion, or Termination, During Contract Period	PS-SD
Training and Licenses	PS-TA
Uniforms	PS-UA
Work Schedules	PS-WA

PERSONNEL, SUPPORT STAFF, BENEFITS

Summary of Benefits	PSB-
Activity Pass	PSB-AA
Credit Union	PSB-CA
Increments, Special Education Paraprofessionals	PSB-IA
Insurance, Health, Salary Adjustment	PSB-IC
Insurance, Life	PSB-ID
Insurance, Plan 125 Benefit	PSB-IE
Leave, Bereavement	PSB-LA
Leave, Emergency	P SB-LB
Leave, Family and Medical	PSB-LC
Leave, Jury Duty	PSB-LD
Leave, Military	PSB-LE
Leave, Personal	PSB-LG
Leave, Sick	PSB-LH
Leave, Sick, Compensation	PSB-LI
Retirement	PSB-RA
Retirement Compensation	PSB-RB
Vacation	P SB-VA
Workers' Compensation	PSB-WA

PUBLIC RELATIONS

Announcements, Sports	PU-AS
Goals and Statement	PU-GA
News Policy	PU-NA
Notification of Board Meetings	PU-NO

PUBLIC RELATIONS (continued)

Publicity, Sports	PU-PS
Radio and Television Broadcasts	PU-RT
Reports, Sports	PU-RS

STUDENTS

Absence, Truancy, Secondary	S-AA
Academic Program	S-AB
Activities	S-AC
Administering Medicines to Students	S-AD
Athletic Attendance, Day of Contest	S-AE
Athletic Events, State Meet	S-AES
Athletic Participation	S-AF
Attendance, Elementary	S-AG
Attendance, Secondary	S-AI
Assemblies, Sports	S-AS
Awards, Sports	S-AW
Behavior (REPLACES BULLYING & DISCIPLINE POLICIES)	S-BA
Bullying Policy (REPLACED BY STUDENT BEHAVIOR POLICY) Addendum to: S-BA (Feb. 12, 2018)	
Changing Sports in Mid-Season	S-CA
Cheerleading	S-CB
Eligibility for Homeschool Students in NJROTC	S-CC
Disrespect to School Employees, Secondary	S-DB
Dress Code, Elementary	S-DC
Dress Code, Secondary	S-DD
Early Testing, High School	S-EA
Electronic & Wireless Communications, Devices & Headsets	S-EB
Eligibility, Sports	S-EC
Emergency Treatment	S-ED
Enrollment (Full-Time)	S-EE
Extended School Year	S-EF
Gifted Education Program	S-GA
Homebound Education Program	S-HA
I.D. Badges	S-IA
Immunization Exemptions	S-IB
Immunization Records	S-IC
Indian Students	S-ID
Internet-Based Instruction	S-IE
Internet Use	S-IF
Internet Use, Grades K-6	S-IG
Crisis Response Plan	S-JA
Lost or Damaged Property	S-LA
Make-Up Work Allowed, Secondary	S-MA
Non-Administration of Certain Medicines	S-NA
Organizations	S-OA
Parent Involvement (Title I)	S-PAA
Parental Custody	S-PA
Possession, Prescription Drugs	S-PB

STUDENTS (continued)

Promotion and Retention	S-PD
Reporting of Student Alcohol, Non-Intoxicating Beverages and Controlled Dangerous Substance Abuse	S-RA
Safety, Drills	S-SA
Saturday School/Detention, Guidelines, Secondary	S-SB
Student Athlete Drug Testing Policy	S-SC
Student Residency Policy	S-SD
Student Search Policy	S-SE
Suspected Child Abuse Reporting Policy	S-SF
Suspension, In-House, Secondary	S-SG
Tardy, Secondary	S-TA
Terms and Definitions, Secondary	S-TB
Testing Reading Proficiency for Driver's License.....	S-TC
Timeout, Elementary	S-TD
Tobacco, Secondary.....	S-TE
Transfers - County	S-TF-a
Transfers — Intra-district	S-TF-b
Wellness	S-W

TABLE OF CONTENTS FORMS

Form No.

BOARD

Accident Report - i.e. when Automatic External Defibrillator is used	B-002
Discrimination Complaint	B-003
Notice to Address Subject(s) at a Board Meeting, Agenda Item	B-004
Notice to Address Subjects(s) at a Board Meeting, Audience Item	B-005
Citizen's Request for Reconsideration of Educational Materials	B-006
Public's Right to Know Request.....	B-007

FISCAL

Reimbursement Request.....	F-001
Salary Deduction Cancellation.....	F-003
Payroll Authorization	F-004
Payroll Change	F-005
Sanctioning Application.....	F-006
Report of Professional Development Points	F-007
Overnight/Out-of-State Trip Request	F-008
Purchase Request.....	F-009

INSTRUCTION

Notice to Principal of Intent to Home School	I-001
Request for Proficiency Based Examination.....	I-002

OPERATIONS

Request for Use of School Facilities	0-001
Loss Report.....	0-002
Certificate of Insurance	0-003
Hold Harmless Agreement	0-004

PERSONNEL

Absentee Form (Certified and Support Personnel)	P-010
Teacher Transfer Request.....	P-001
Teacher's Request for Field Trip	P-002
Emergency Leave Notice (Certified and Support Personnel)	P-004
Request for Professional Leave	P-006
Personal Day Transfer	P-008
Plan for Improvement (Certified Personnel)	P-012
Application for Above Degree Pay Increase	P-013
Personal Leave Compensation	P-014
Leave Request Form.....	P-015
Certified Instructional Evaluation	P-016
Counselor Confidential Evaluation	P-017

PERSONNEL (continued)

School Library Media Specialist Certified Evaluation..... P-018
Psychometrist/Psychologist Evaluation P-019
Notice to Support Employee of Suspension Without Pay, Demotion,
Termination..... P-020
Notice to Support Employee of Possible Non-reemploymentP021
Hearing Request Form, Support Employees..... P-022
Family and Medical Leave Request Form.....P-023
FMLA-Certification of Qualifying Exigency for Military Family LeaveP-023A
FMLA-Certification of Serious Injury or Illness of Covered Service Member
For Military Family Leave.....P-023B
FMLA-Certification of Health Care Provider for Family Member's
Serious Health ConditionP-023C
FMLA-Employee's Notice of Intention to Return from LeaveP-023D
FMLA-Claremore School District's Response to Employee Request
For FMLA LeaveP-023E
School Nurse EvaluationP-024

STUDENTS

Certificate of Exemption (Immunizations).....ODH216-1
Parental Authorization to Administer Medicine S-001
Log for the Administration of Medicine S-002
Diabetes Medical Management Plan' (page 469-476)
Authorization for Emergency Care to Minor Students S-003
Insurance Release S-004
Physicians and Parents Certificate (2 forms for Physical Exam for Sports) S-005
Student Failure/Retention Form S-006
Suspected Child Abuse Report..... S-007
Internet Use S-008
Truancy Referral..... S-009
Affidavit of Relative Who Has Assumed Permanent Care & Custody of Student ..S-010
Residence Affidavit S-011
Student Athlete Contract and Drug Use Testing Consent S-012
Transfer Intra-district S-014

ADMINISTRATION
Administrative Council

The Superintendent of Schools, the principal of each school, and other administrators of the system shall constitute a council known as the Administrative Council and shall meet as deemed necessary by the Superintendent. The Superintendent serves as the chairman. The Administrative Council makes decisions on administrative matters affecting all schools in the system.

ADMINISTRATION
Calendar

The Superintendent with the assistance of the Administrative Council will construct the school calendar for the next school year(s). This calendar will be presented to the Board of Education for approval at the May meeting.

The CESP negotiating committee shall assist in the planning of the school calendar before it is submitted to the Board for final approval. (N, 1987)

The CCTA executive committee shall assist in the planning of the school calendar each year before it is submitted to the Board of Education for final approval. (N, 1992)

ADMINISTRATION

Meetings, Scheduled, Monthly Interaction (N 1989)

In order to facilitate communication between administration and teachers, each building shall have on its calendar one regularly scheduled monthly interaction meeting.

If resolution at building level interaction is not satisfactory, the unresolved point of discussion will become part of the agenda of the next superintendent's interaction meeting with the superintendent, CCTA representatives, and appropriate administrator(s). The CCTA president will cooperatively schedule monthly superintendent's interaction meetings between the superintendent and CCTA representatives to enhance communication and information exchange.

By mutual agreement between superintendent and CCTA president, additional meetings may be scheduled.

One support person from each group within a building will be allowed to attend and participate in teachers' interaction meetings. (N. 1988)

ADMINISTRATION

Record System, District

Purpose

The creation of the following procedures shall provide a process for gathering records and reports that are required by the State of Oklahoma, the Federal Government and the Claremore Board of Education. Records are to be stored for safekeeping for periods ranging from one year to permanently. The process of gathering pertinent records and reports shall be followed by the organizing of those same records and reports into a format that allows records to be stored only for those specific number of years required and to insure the safekeeping of those records for periods specified by law, regulation or board policy. The procedures of this document shall enhance the organization of those reports and records into a catalog system that facilitates proper storage placement and speedy retrieval of those reports and records as the need to review them arise.

Authority

The authority of the high school principal to appoint a records clerk for the school district is derived from School Board Policy.

The high school principals shall designate a records clerk to maintain those school records through microfilm or computer disk as required under federal and state laws and as required by state and local school board policy. Identical records will be deposited in two locations, one being a fireproof vault. The principal shall be responsible for updating the records clerk job description to include all specific documents to be stored permanently or for prolonged periods.

Appointment of Records Clerk

The high school principal shall designate a non-certified person who is assigned to the high school site as the school district records clerk. Portions of this document shall be identified by the principal as the official job description of the records clerk.

Records to be Collected for Microfilming

The following records will be microfilmed and stored permanently in the high school record room and the central office fireproof vault:

- Student Transcript (Permanent Records)
- Student Cumulative Record
- Student Health Record
- Student Daily Attendance Register (prior to 1988)

ADMINISTRATION**Record System, District, continued****Records to be Collected for Storage as Hardcopy**

The following records will be collected and stored as original documents for a five year period. These records will be destroyed in the sixth year after generation.

Personnel

Individual application, resume, recommendations, personnel actions, job descriptions, correspondence, awards, disciplinary actions, retirement enrollment cards, insurance enrollment cards, performance employment history. Records concerning employee grievances. The schools affirmative action equal opportunity regulations, guidelines, policies, reports, correspondence, studies and related records. Records concerning worker's compensation claims against Claremore Public Schools. Worker's compensation claims against Claremore Public Schools. Worker's compensation legal opinions and briefs, court documents, transcripts, affidavits, correspondence, photographs, findings and recommendations and related records. W-2 forms. FICA quarterly reports. Copies of claims for reimbursement under contracted employee group life, health and accident insurance policy, as well as supporting documents. Correspondence and documentation covering claims, appeals and decisions concerning claims for unemployment compensation. Deduction forms, requests for changes in deductions for insurance, credit unions, bonds, tax withholdings, and other documents pertaining to payroll calculations and preparations. Leave forms completed by employees who have taken leave. Records used to compile attendance and -leave statistics for payroll preparations. School directory for each year. Description of old employee benefits and policies and procedures. Salary schedule, wage grades, placement information and related information.

Payroll

Paid payroll warrants issued by Claremore Public Schools and redeemed by the school treasurer in payment at payroll claims. Payroll detail listing by account and claim number containing a summary of payroll funding and warrant numbers assigned to claims. Payroll registers, listing of all issued payroll warrants for the current month. Alpha payroll run of monthly payroll in alphabetical order listing gross salary, account and warrant number. Paid payroll listing of all paid payroll warrants for the current month.

Teacher Grade Book

Teacher official classroom grade book, semester grade sheets, computer printout edit report of student grades for current grading period.

ADMINISTRATION

Record System, District, continued

Records to be Collected for Storage as Hardcopy, continued

Student Activity Account

Student activity ledgers, receipt books, cancelled checks, bank statements, invoices, receipts, correspondence, and schedule of cash receipts, disbursements and fund balance.

Student Cumulative Folders

Folders for elementary students who have moved from the district and who do not return within five (5) years should be destroyed.

Folders which contain records of any grade 9 through 12 credits are to be maintained along with graduate records.

Federal Programs

Program application, grant award letters, program budgets, budget revisions, program correspondence, list of participants, required committee lists, minutes of open meetings, minutes of committee meetings, documentation of eligibility, monthly, quarterly, and annual program reports, copies of student achievement test data, class schedules, federal evaluation report, handout information from federal program meetings and workshops.

Cafeteria Records (list items)

Cafeteria receipts, expenditure documents, invoices, cancelled checks, records of meals prepared, number served by category, menu planning books, inventory books, procurement documents, copies of bid documents, correspondence, monthly bank statements, shipping and receiving documents, time cards, FICA monthly, quarterly and annual reports, personnel work schedules, and state workshop handouts that are outdated.

Financial Records

From the business office: Copies of purchase orders, invoices, noncollusion affidavits, non-kickback affidavits, deposit slips, budget analysis printouts, encumbrance copies, requisition copies, receipts, and correspondence.

From the School Treasurer: General ledger, cash ledger, investment ledger, warrant ledger, receipts, cancelled checks, deposit books, bond register, paid warrants, voided warrants, paid bonds and coupons, cancelled bonds and coupons, bank statements, including deposit tickets and paid checks, county clerk's remittance advices, copies of County Excise Board supplementing, changing or transferring appropriation balances,

ADMINISTRATION**Record System, District, continued****Records to be Collected for Storage as Hardcopy, continued**

State Board of Education notices and allocation of state and federal aid, letters, memos, or other supporting data pertaining to transactions of the school district. FICA Annual Summary, completed contracts and completed transaction/payment schedules.

Curriculum

Outdated curriculum guides, textbook requisition book, supplemental textbook order forms, state textbook invoices, state textbook purchase orders, curriculum tests, flow charts, scope and sequence charts, printouts of students by subject and grades, enrollment information for students, and publishers preview material of specific subjects, course syllabus/outlines, semester tests.

Miscellaneous

General correspondence of concluded business, requested monthly reports from individual teachers, departments and sites, Staff Development workshop schedules and handouts, Indirect Cost Applications, student transfer requests/application, Sales Tax reports, job announcements, and unused research information.

The following records will be collected and stored as original documents for one year or until the auditor has reviewed the Attendance Registers.

- The number of individual student absences for activities
- Daily attendance slips (scanner sheets)
- Computer printout records of all transactions (deletions, additions, and edit errors)

Records to be Stored on Computer Disk Permanently

The following will be backed off the system computer onto individual disks by files to allow for easy retrieval of specific records. The responsibility for delivery of computer disk for storage shall rest with the coordinator of computer services.

- Daily Attendance Register (beginning 1987, hardcopy will be stored only five years but computer disk permanently)
- Student Activity Accounts (beginning 1989, hardcopy will be stored only five years but computer disk permanently)
- Financial Records (beginning 1989, hardcopy will be stored only five years but computer disk permanently)

ADMINISTRATION

Record System, District, continue

- Personnel Records (beginning 1989, hardcopy will be stored in Superintendent's Office for five years but computer disk permanently)
- Staff Development Records (beginning 1988, individual staff development records will be on disk, prior to that time, they will be hardcopy on file in Superintendent's Office)
- Payroll Records beginning in 1989 will be stored on computer disk permanently

Collection of Records

The records clerk shall send a memo annually to the following individuals in different school sites to remind them of the timelines to collect and deliver records to the appropriate locations.

Principals

- Collect student health records of drops, moves, and graduates and deliver to high school record room within one week after the end of school. (After 1989, only the health records will be delivered.)
- Collect all teachers' grade books and deliver them to the central office record vault within a week from the end of school.
- Collect all daily attendance slips (scanner sheets) for the year and all transactions, deletions, additions and edit errors to be delivered to the central office record vault within one week from the end of school.
- Collect the documents that indicate that there was an annual review of the scheduling of activities, that the maximum number of absences for activities which removed a student from the classroom did not exceed ten for any one class period during the school year and that an Internal Activities Review Committee did meet to review activities. These documents are to be delivered to the central office record vault within one week after the end of school.
- Collect and deliver all free and reduced lunch applications that are two years old or older and deliver to the central office record vault within one week from the end of school. Principals should keep current application forms for at least one year after the year of use in their office for reference as recommended by the state.
- Collect all receipts, cancelled checks, invoices and other pertinent activity account documents along with the computer printout of the activity account transactions and deliver to the central office record room. If not using the computer activity account program, please send all ledgers, receipt books, invoices, cancelled checks, etc. to the central office records room.

ADMINISTRATION**Record System, District, continued****Collection of Records, continued**Counselors

- Collect completed, up-to-date cumulative records which will include test scores, student activities, attendance dates and citizenship ratings and deliver them to the high school records room.

Director of Federal Programs

- Collect all records for Federal Programs. These records should include applications, grant award letters, budgets and revisions, correspondence, committee lists and deliver to the central office record vault within two weeks after school is out.

Director of Special Services

- Collect all records that need to be microfilmed.

Executive Secretary

- Collect official Board of Education meeting minutes and have bound for the FY and place in the central office vault by July 15 of each year.
- Collect textbook requisition book to be taken to the central office record vault within a week from the day school is out.

Superintendent

- Validate that all construction blueprints and specification books on the school facilities are on file in the central office fire proof vault by July 1 of each year.
- Validate that all property titles, legal descriptions, property easements, vehicle titles and registrations are current and filed properly in the fire proof vault by July 1 of each year.

Director of Food Service

- Collect all records of financial transactions such as receipts, expenditures, invoices, cancelled checks, bid documents and quote documents. Also collect the following records annually; records of meals prepared and number served by category, menu planning books, inventory books, description of verification efforts to be collected and delivered to the central office record vault by July 1 of each year.

Manager of Asbestos Records

- The collection of all transactions that deal with asbestos, identification, repair, encapsulation, and removal. Also all other records required under federal law and regulation.

ADMINISTRATION

Record System, District, continued

Collection of Records, continued

Records clerk shall provide receipts for records and reports and maintain a check-in list to document records received. The records clerk shall place received records into storage boxes, if the records are to be stored intact for a designated period of time. This information should be placed on the front of the storage boxes/files to provide quick retrieval of information as needed. The computer disks that will store student and financial data will be numbered by file book and disk and will be placed on catalog cards for future reference.

Storage Locations

The following areas are designated as record storage areas and have a fire proof rating of two hours or better.

Central Office Walk-In Vault. This area will store all original school board minutes and policies, property deeds, easements, blueprints and specifications of all buildings, insurance policies, and one microfilm copy of all student transcripts, attendance registers. This area will also store hardcopy of all past year financial transactions. Computer backup disks of all current year financial transactions, computer disks of all past year financial transactions, activity accounts, and payroll and personnel records will also be stored in the vault.

Walk-In Storage Record Room, located on the first level of the Don Crutchfield Education Center. This space will store file boxes to be used to store records for periods of 1 to 5 years in duration.

High School Record Room., located adjacent to the high school principal's office. This room will permanently store microfilmed records of student transcripts, student accumulative records, student health records, confidential special education records and school registers prior to 1988.

Microfilming Equipment

The Claremore Public Schools microfilming equipment is located in the Claremore High School Record Room. The equipment consists of a camera capable of picture copies up to ledger size and a microfilm viewer-copier. The viewer-copier has the capability to select a specific frame by using frame numbers and to print a desired number of copies.

ADMINISTRATION

Record System, District, continued

Microfilming Procedure and Verification

Records and reports that are to be microfilmed should include only those identified in these procedures. Records and reports other than those identified in these procedures, must have a written, signed directive from the high school principal or an addendum should be added to these procedures that specifies that an additional specific document be added to the permanent records list to be microfilmed. Student records, i.e. transcripts, cumulative records, health record, should be grouped in a consistent format to allow minimum effort in the acquisition of a specific student's records. The sequence to be followed when microfilming student records at the end of the year is as follows:

1. Student transcript
2. Cumulative record
3. Health record

When microfilming records at the end of the school year, high school graduate records are microfilmed first, followed by L1 and L2; according to grade level starting with the high school and progressing to the elementary school. The computer will provide a hard copy of all graduates and all L1 and L2s transcripts, cumulative record and health record plus print three index cards for each student to facilitate the cataloging process.

From 1988-89 on, and after the developed microfilm cassettes are received, the Records Clerk shall roll through microfilm frames to: (1) determine all pictures taken are copyable, (2) write the frame number of the picture on the three index cards for the card catalog.

Prior to 1988, roll through cassettes and create index cards for past graduates using existing data on current index cards and transcripts. The updated index cards should then be integrated into the current index file.

Catalog Design

The cataloging process should be designed to allow those who need access to past records and reports minimum effort and time in securing those records and reports. Whenever possible, the index card should contain the following information: (1) year the record was generated; (2) the site at which it was generated; (3) the records that are available by frame number; (4) the ability to cross reference on student records from name to year to site; (5) the location of storage area; (6) if storage is on microfilm, the cassette number, frame number; (7) if storage is on a computer disk, identify the disk number and book file number.

ADMINISTRATION**Record System, District, continued****Record System, Destruction of Records**

State and federal laws allow for the destruction of records and reports in the sixth year after they have been generated. The following school board policy provides the authority, timeline, and process for the removal and destruction of old records.

The superintendent or his designee shall have the responsibility of checking and verifying all records that are to be destroyed. The destruction of these records and reports will be in a manner that insures complete destruction. The destruction process will be witnessed by the superintendent or his designee. Only those records and reports identified on pages 2, 3, and 4 under heading "Records to be Collected for Storage as Hardcopy", found in the Claremore Public Schools Procedures for Storage of School Records and Reports will be scheduled for destruction in the sixth year after generation. If the school is being audited by any state or federal agency, records are not to be destroyed until all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies.

ADMINISTRATION**School Year (N, 2005)**

The school board policy regarding the contract for the school year will be revised as follows: There will be 181 days in the school contract. There will be 175 student days, including two (2) Teacher-Parent conference days and five (5) professional days.

There will also be a discretionary work day immediately preceding the first student day on which there will be no required meetings.

Dates for professional days will be recommended by the staff development committee. That committee will schedule activities for the 1/2 day required attendance on professional days. The two (2) professional days prior to the first student day will be 7-1/4 hour days.

The CCTA executive committee shall assist in the planning of the school calendar each year before it is submitted to the Board of Education for final approval.

Under the 181-day contract, all professional and contractual obligations will be completed to the satisfaction of the building administrator before the teacher is paid the June and/or July-August warrant(s).

**BOARD OF EDUCATION
AIDS/HIV, Personnel**

There shall be no discrimination in employment based on having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subjected to adverse action based solely on the fact that he or she is infected with HIV (or is perceived to be infected). School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other school employees with long-term diseases or disabling conditions.

The people who shall know the identity of a school staff member who is infected with HIV are those who will, with the infected person, determine whether the person who is infected with HIV has a secondary infection that constitutes a medically recognized risk of transmission in the school setting. They are as follows:

1. The superintendent, or a person designated by the superintendent to be responsible for the decision.
2. The personal physician of the infected person.
3. A public health official.

The team may notify additional persons if it feels that this is essential to protect the health of the infected staff member or if additional persons are needed to periodically evaluate or monitor the situation. Consent for notifying these additional persons must be given by the infected person.

All persons shall treat such information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member. To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name, or any other information that would reveal the identity of the infected person, will not be shared with any person—not even for the purposes of word processing or reproduction.

Any person who negligently or knowingly discloses or fails to protect medical or epidemiological information about a student or employee is guilty of a misdemeanor punishable by jail time or a fine. Civil penalties for money damages, costs and attorney's fees are also available to an aggrieved person.

**BOARD OF EDUCATION
AIDS/HIV, Students**

HIV is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. They are entitled to all rights, privileges, and services accorded to other students. Decisions about any changes in the education program of a student who is infected with HIV shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

Determinations regarding the location of an AIDS/HIV student's educational program will be made on a case-by-case basis by a team composed in each instance of this student's parent or guardian, the student's physician, the superintendent, a representative of the State Health Department, and a representative of the State Department of Education.

The team will meet and make a decision as to whether the student in question should be in attendance in school. Such decision will then be recommended to the Board of Education.

In making a recommendation as to the student's attendance in school, the team will utilize the guidelines published by the Center for Disease Control.

The team may notify additional persons if it feels that this is essential to protect the health of the infected student or if additional persons are needed to periodically evaluate or monitor the situation. Consent for notifying these additional persons must be given by the infected student and the student's parent or guardian.

All persons shall treat such information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected student's parent or guardian. To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name, or any other information that would reveal the identity of the infected person, will not be shared with any person not even for the purposes of word processing or reproduction.

All schools shall provide a sanitary environment and establish routines for handling body fluids that are recommended by the Center for Disease Control.

Any person who negligently or knowingly discloses or fails to protect medical or epidemiological information about a student or employee is guilty of a misdemeanor punishable by jail time or a fine. Civil penalties for money damages, costs and attorney's fees are also available to an aggrieved person.

BOARD OF EDUCATION**AIDS/HIV, Student and Personnel Confidential Information, Medical**

All persons shall treat such information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected student's parent or guardian. To further protect confidentiality, names will not be used in documents except when this is essential. Only documents containing the name, or any other information that would reveal the identity of the infected person, will not be shared with any person—not even for the purposes of word processing or reproduction.

BOARD OF EDUCATION
Appointments to Advisory Committees

The Board of Education may, from time to time, appoint private citizens as official Advisory Committees to the board or as representatives on interlocal/cooperative boards. Any recommendations of such committees or council are advisory only and will not be binding upon the Claremore Public Schools board of education. Following the completion of specific functions, the committees or individuals shall be dismissed as deemed necessary by the board. In the event of an appointment to the standing board, that appointee may appoint a representative to those advisory committees/groups that are currently active. Advisory committees/board representatives shall serve as a two-way channel of communication and shall have the following specific purposes:

1. To study questions concerning the Claremore Public School System submitted to the committee by the board of education,
2. To assist interpreting public opinion,
3. To assist the board in explaining issues and problems to the community, and
4. To serve at the direction of the board on interlocal/cooperative boards.

**BOARD OF EDUCATION,
EXECUTIVE OFFICER - SUPERINTENDENT**

The Claremore Board of Education recognizes that the superintendent of schools is the Executive Officer of The Board of Education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.
4. The superintendent shall make recommendations to the board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.
7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.

**BOARD OF EDUCATION,
EXECUTIVE OFFICER – SUPERINTENDENT (continued)**

8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.
9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district and for the transfer of children who apply to attend schools in other districts.
10. The superintendent shall be responsible for the supervision of student disciplinary actions.
11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the board of education.
12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.
13. The superintendent shall have all school accounts audited each year and a copy of it filed with the secretary of the board of education.
14. The superintendent shall visit personally all the schools sites of the district as often as practical.
15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
16. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.
17. The superintendent shall have the authority to close any of the public schools in case of emergency.

**BOARD OF EDUCATION,
EXECUTIVE OFFICER – SUPERINTENDENT (continued)**

18. The superintendent shall promote and model a culture of inclusion and equality for all students, families, employees and the community, including through the development and implementation of policies and practices that embrace diversity and honor individual differences.
19. The superintendent shall represent the schools before the public to maintain, through cooperative leadership both within and outside of school, such a program of public relations and publicity as may keep the public informed as to the activities, needs, and successes of the schools.
20. The superintendent shall represent the school district at national, state, regional, and Local conferences.
21. The superintendent shall supervise the effective implementation of all state and federal laws, state and federal regulations, and Board directives.
22. The superintendent shall perform such other tasks as may be assigned by the Board of Education.

REFERENCE: 70 O.S. §1-115, §116, §5-106

BOARD OF EDUCATION
Child Nutrition Protest Procedures

CLAREMORE PUBLIC SCHOOL, CHILD NUTRITION
PROTEST PROCEDURES

- A. Any actual or prospective bidder, offer, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Claremore Public School may formally protest to the Child Nutrition Director of Claremore Public School District. Such protests must be made in writing and received by the Child Nutrition Program Director of Claremore Public School. The protesting party must mail or deliver copies of the protest to the Claremore Public School District, the State Agency, and other interested parties.
- B. In the event of a timely protest, the Claremore Public School District shall not proceed further with the solicitation or award of the contract.
- C. A formal protest must be sworn and contain:
1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
 2. A specific description of each action by Claremore Public School District that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
 3. A precise statement of the relevant facts.
 4. A statement of any issues of law or fact that the protesting party contends must be resolved.
 5. A statement of the argument and authorities that the protesting party offers in support of the protest.
 6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.
- D. The Claremore Public School District may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Claremore Public School District may solicit written responses to the protest from other interested parties.
- E. If the protest is not resolved by mutual agreement, the Claremore Public School District shall issue a written determination that resolves the protest.
1. If the Claremore School District determines that no violation of statutory or regulatory provisions has occurred, then the Claremore Public School District shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.
 2. If the Claremore Public School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Claremore Public School District shall inform the protesting party, the State

BOARD OF EDUCATION

Child Nutrition Protest Procedures - continued

Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

3. If the Claremore Public School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Claremore Public School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

F. The Claremore Public School District shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Claremore Public School District.

**BOARD OF EDUCATION
Claremore Public Schools Foundation**

The Board of Education of Claremore Independent School District 1 of Rogers County, Oklahoma, through resolution recognizes the Claremore Public Schools Foundation, a nonprofit community based organization. The Foundation is dedicated to improving the quality of education in the Claremore Public School system. Its purpose is to raise money from the private sector that can be allocated selectively for projects generated by students, parents, teachers and administrators and that are not a part of the normal school budget.

The FOUNDATION exists outside the formal operational boundaries of the school system but in conformance with Board of Education goals and objectives.

The Claremore Board of Education welcomes the assistance of the CLAREMORE PUBLIC SCHOOLS FOUNDATION and its Trustees and praises its efforts to increase the level of opportunities and instruction in education.

BOARD OF EDUCATION
Claremore Public Schools Mentor Program

The Board of Education of Claremore Independent School District 1 of Rogers County, Oklahoma, through resolution recognizes Rogers County Volunteers for Youth's P.A.L. Program, a non-profit community based organization. RCVY's P.A.L. Program is committed to making positive contributions to the lives of youth in the areas of improved self-esteem, promotion of good citizenship, and creation of successful lives by matching adult mentors in ongoing relationships with students of the public schools of Rogers County. RCVY's P.A.L. Program encourages quality mentoring by recruiting, screening, training, and supporting the volunteer mentors.

Rogers County Volunteers for Youth exists outside the formal operational boundaries of the school system but in conformance with Board of Education goals and objectives.

The Claremore Board of Education welcomes the assistance of Rogers County Volunteers for Youth and praises its efforts to help students successfully complete the education process.

BOARD OF EDUCATION

Communicable Diseases

A communicable disease is defined as an illness which is capable of being transmitted through personal contact with others.

The Board of Education has concern for the health of students and staff in the district. An important part of a school health program is the prevention and control of communicable diseases.

The superintendent, school principal, teacher, or other official in charge of any school may remove from student population any child exhibiting the following symptoms:

1. fever 100°F or above
2. sore throat or tonsillitis
3. any eruption of the skin or rash
4. any nasal discharge accompanied by fever
5. a severe cough, productive of sputum
6. any inflammation of the eyes or lids
7. diarrhea or vomiting

There are numerous communicable diseases that denotes an infestation, i.e., scabies, pin worms, bed bugs that may affect a school age population and/or school staff. Charts which are developed by or in cooperation with the Rogers County Health Department shall be available to each building which specify the more prevalent communicable diseases in Oklahoma. Included may be control measures which suggest periods of limited contact that may be recommended for students and/or staff. These can be modified to the circumstance surrounding the problem with medical or health department consultation.

BOARD OF EDUCATION
Contagious Health Conditions

This district is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances.

Any student or employee who is determined to be afflicted with a contagious health condition such as head lice, bed bugs, body lice, etc. may be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment.

Students and employees who have pink eye or another eye infection must be symptom free or consult with the school nurse or provide a physician's statement prior to returning to school.

School Law 70-1210.194 Section 815. School Attendance of Child Afflicted with Contagious Disease-Head Lice.

- A. *Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice. In instances of repeated parasite infestations, Claremore Public Schools personnel will follow protocols prescribed by the County Health Department.*
- B. *Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Sec. 2601 of Title 63 of the Oklahoma Statutes, or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.*
- C. *School district and county or city/county health departments may enter into agreements under the Interlocal Cooperation Act for the purpose of providing assistance to the school district by inspecting children who are returning to school after an absence due to head lice to ensure that the child is no longer afflicted with head lice.*

- D. If a school district and county or city/county health department has entered into an agreement as authorized in subsection C of this section, upon written authorization of the parent or guardian of a child, the county or city/county health department may provide treatment to the child for head lice.*

- E. In the event of infestations originating from a household on multiple occasions during a school year, a team of district personnel comprised of the principal, school nurse, and central office administrator may evaluate such a case and prescribe additional steps, which may include enforcing a no-nit standard and/or requiring parents to participate in an intake with the local health department/agency and/or private doctor before the student(s) will be readmitted to school.*

BOARD OF EDUCATION
Contracts, Teachers

Whenever any teacher enters into a contract with the Claremore Public Schools, the contract shall be binding on the teacher and on the Board of Education until the teacher has been discharged from his/her teaching position or released by the Board of Education from his contract.

If the Board of Education writes a written complaint that any teacher failed to obey the terms of the contract previously made and to have entered into a contract with another Board of Education without having been released from the former contract, the teacher, upon being found guilty of said charge at a hearing held before the State Board of Education, shall have such teacher's certificate suspended for the remainder of the term for which said contract was made.

**BOARD OF EDUCATION,
CONFLICT OF INTERSET POLICY-EMPLOYEES**

Employees of Claremore Public Schools will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the school system.

Employees shall not:

- A. Use any institutional privileges for private gain including, but not limited to, monetary or ideological influence. This includes offering any instruction, special assistance, or consultation for compensation while on school time or assignment, or with the students currently enrolled under the teacher's supervision unless employed by the district to perform such duties or unless the individual has rented the district's facilities.
- B. Solicit or receive compensation, other than that allowed by law or agreement of the Board of Education, for performance of assigned duties.
- C. Knowingly authorize or employ the authority or influence of their office to secure authorization of any public contract in which they, or any member of their family, has an interest.
- D. Permit commercial exploitation of any professional position.
- E. Furnish lists of students or parents to anyone selling such materials or services.
- F. Use leave time (other than vacation or personal leave), planning or workshop time for any purpose for which it is unintended and use such time for private or personal activity which might involve gain or profit.
- G. Create the potential for a conflict of interest by assigning an employee directly related to a supervisor to his/her supervision.
- H. Disclose information to any person not entitled to information gained by virtue of the office or employment held, or use such information for personal gain or benefit.

**BOARD OF EDUCATION,
CONFLICT OF INTERSET POLICY-EMPLOYEES (continued)**

I. No employee, officer, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award (federal grant) if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employee is or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

**BOARD OF EDUCATION
CRIMINAL RECORDS SEARCH POLICY**

It shall be the policy of Claremore School District ("School District") that it will obtain the results of a national criminal history record check ("record check"), as defined by OKLA. STAT. tit. 74, §150.9, of every prospective School District employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippe Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students.

The provisions of this policy shall not apply to School District employees hired on a part-time or temporary basis for the instruction of adult students only.

Felony Record Search of Prospective Employees:

During the first interview with each employment applicant, School District will advise the applicant that:

1. School District requires a record check of every prospective employee as a condition of employment;
2. To enable School District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by School District;
3. School District will only request a felony record search if the Superintendent recommends employment of the applicant;
4. If the Superintendent recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. School District will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the Superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the felony record search; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until School District is notified that the search is clear of any felony record. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the record check are not received by School District within sixty (60) days, or if the Record Check reveals a prior felony offense conviction, or if the Record Check reveals a false

**BOARD OF EDUCATION
CRIMINAL RECORDS SEARCH POLICY- continued**

response to one or more of the questions on the Authorization and Release, the applicant shall be deemed to have resigned his or her employment. Such resignation may be accepted by the Board of

Education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and School District policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at School District.

Felony Record Searches of Employees:

School District will also request a record check of the name, fingerprints, social security number or other relevant information of any current School District employee if the Board of Education or Superintendent requests a search of that employee's felony record.

Felony Record Searches of Substitutes:

School District may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by School District. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the five (5) years preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Annual Search of Sex Offender and Violent Crime Offender Registries:

Pursuant to OKLA. STAT. tit. 57, § 589, the District shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippey Violent Crime Offenders Registry of all District employees who provide or offer services to secondary students and children.

Adopted this 12th day of December, 2011.

**BOARD OF EDUCATION
CRIMINAL RECORDS SEARCH POLICY-continued**

[FOR APPLICANTS]

AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ____ day of _____, 20__ by _____, an applicant for employment ("Applicant") with Claremore School District ("School District").

Applicant understands that School District's receipt of a clear national criminal history record check is a condition of employment with School District. Because Applicant desires employment with School District, Applicant authorizes School District to request and obtain the results of a national felony record search of Applicant's name, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's record check results to School District. Applicant also releases School District of any and all liability relating to its request for, receipt and use of the search results.

APPLICANT ACKNOWLEDGES THAT APPLICANT HAS BEEN FURNISHED AND UNDERSTANDS ALL OF THE REQUIREMENTS OF SCHOOL DISTRICT'S FELONY RECORD CHECK POLICY AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

Applicant also agrees to truthfully answer the following

questions: Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

**BOARD OF EDUCATION
CRIMINAL RECORDS SEARCH POLICY - continued**

Applicant understands that if Applicant is hired by School District prior to receipt of the results of the national criminal history record check, Applicant will be classified as a temporary employee until notified otherwise by the Superintendent. Furthermore, Applicant understands that if School District does not receive the results of the national criminal history record check within sixty (60) days, or the check reveals a prior felony offense conviction, or if Applicant provides a false response to one or more of the above questions, then Applicant will be deemed to have resigned. The Board of Education may accept Applicant's resignation at any time within thirty (30) days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later; and Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and School District policies and procedures.

APPLICANT UNDERSTANDS AND AGREES THAT IF HIRED BY SCHOOL DISTRICT, THEN APPLICANT IS SUBJECT TO A FELONY RECORD SEARCH AT ANY TIME DURING HIS/HER EMPLOYMENT WITH SCHOOL DISTRICT AND THIS AUTHORIZATION AND RELEASE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT APPLICANT'S EMPLOYMENT WITH SCHOOL DISTRICT.

"Applicant"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF ROGERS)

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states: that Applicant is familiar with the statements set forth above; that Applicant has read and fully understood the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

"Applicant"

SUBSCRIBED AND SWORN to before me this day of _____, 20 __ .

Notary Public _____

My Commission expires:

(SEAL) _____

**BOARD OF EDUCATION
CRIMINAL RECORDS SEARCH POLICY - continued**

**[FOR CURRENT EMPLOYEES]
AUTHORIZATION AND RELEASE**

This Authorization and Release is executed under penalty of perjury on the _____ day of _____, 20__ by _____ an employee ("Employee") with Claremore School District ("School District").

Employee understands that School District's receipt of a clear national criminal history record check has been requested by the Superintendent and/or Board of Education. Employee hereby releases his/her felony record check results of his/her name, fingerprints, social security number and any other lawful means of obtaining such results to School District. Employee also releases School District of any and all liability relating to its request for, receipt and use of the search results.

Employee acknowledges that he/she has been furnished and understands all of the requirements of School District's Felony Record Search Policy and agrees to be bound by all of its terms and conditions.

Employee also agrees to truthfully answer the following questions and to promptly report to the Human Resources Director any change in Employee's criminal history occurring after the answers to questions below are made:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

**BOARD OF EDUCATION
CRIMINAL RECORDS SEARCH POLICY - continued**

Employee understands that if the felony record search reveals a prior felony offense conviction or if Employee has provided a false response to one or more of the above questions, then Employee's employment by School District will be reviewed to determine whether there is a basis for non-reemployment or dismissal. In any event, the Board of Education may accept Employee's resignation at any time within thirty (30) days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later.

"Employee"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF ROGERS)

_____, Employee, of lawful age and being first duly sworn upon oath, deposes and states: that Employee is familiar with the statements set forth above; that Employee has read and fully understood the foregoing Authorization and Release; and Employee states that all the matters therein set forth are true and correct.

"Employee"

SUBSCRIBED AND SWORN to before me this ___ day of _____, 20__ .

Notary Public

My Commission expires:

(SEAL) _____

**BOARD OF EDUCATION
AUTOMATIC EXTERNAL DEFIBRILLATOR**

Objective: To provide guidelines for the use of the Automatic External Defibrillator at Claremore Public Schools.

220,000 people die each year from sudden cardiac arrest. If untreated, vital organs will not receive adequate oxygen and will die. The American Heart Institute recommends the use of an Automatic External Defibrillator (AED) to deliver an electric shock to the cardiac muscle to return it to a regular rhythm. The AED analyzes the heart rhythm of a victim of sudden cardiac arrest through electrodes attached to the chest wall. If ventricular defibrillation is detected, the AED will advise a shock to be delivered to the victim.

Any use of the AED under this policy must be done only by a Targeted Responder, be used in good faith and be used to aid or restore heart action or circulation of blood to the victim of an accident or an emergency.

The AED is to be located so any victim may be reached in five minutes or less. Therefore, it will be stored in the Athletic Director's office. The Athletic Director will be responsible to see that the AED is available at the athletic events held on our campus.

Claremore Public School District will follow the American Heart Association's guidelines for AED use and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS), but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, patient care will be transferred.

The AED used under this policy must meet the following requirements:

1. It must be a medical device consisting of a heart monitor and defibrillator which has received approval of its pre-market notification, filed pursuant to 21 U.S.C., § 360(k), from the United States Food and Drug Administration;
2. It must be capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and must be capable of determining, without intervention by an operator, whether defibrillation should be performed; and
3. It must be able to automatically charge and request delivery of an electrical impulse to an individual's heart upon determining that defibrillation should be performed.

Roles and Responsibilities —

The medical doctor will assist with developing a policy and procedure. Claremore Emergency Medical Services will review any event and provide reinforcement post event.

BOARD OF EDUCATION**Automatic External Defibrillator — continued****Roles and Responsibilities continued —**

The AED Coordinator will serve as the primary liaison between Claremore EMS and the AED program. This person will be responsible for maintaining the equipment and supplies, organizing training programs, forwarding incident data to Claremore EMS, and holding post event debriefing sessions for employees involved.

Targeted Responders are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. Only Target Responders will be allowed to use the District's AED. In order to be a Targeted Responder, the individual must have been certified by attending an American Heart Association AED training session of at least four (4) hours in length, which covered the use of the semi-automatic external defibrillator and cardiopulmonary resuscitation in accordance with the American Heart Association's Standards. In addition, Targeted Responders must be recertified every two years.

Equipment to be kept with the AED —

1. Automatic External Defibrillator
2. Trauma Scissors
3. Disposable Safety Razor
4. Alcohol Prep Pads
5. Towel or Wash Cloths
6. Barrier Device
7. Gloves
8. A copy of the American Heart Association AED Treatment Algorithm

Procedure —

When a breathless, pulseless victim is discovered, activate the emergency response plan by following the suggested guidelines set by the American Heart Association. (See Appendix A). Claremore Public Schools will follow the American Heart Association AED treatment algorithm. (See Appendix B). The responder to the event will contact the AED Coordinator with documentation of the event. The AED coordinator will initiate a tracking sheet of the event, and notify the Medical Director's office of the use of the AED. Claremore Public Schools Accident Report Form (B-002) will be used to document the event and the practice drills. The school will conduct a drill once every nine weeks.

Maintenance —

Claremore Public Schools will follow the manufacture's suggested guidelines for maintenance and testing of the AED. The AED coordinator will supervise the procedure.

BOARD OF EDUCATION**Automatic External Defibrillator — continued****Maintenance continued —**

The Athletic Director's secretary, at intervals pursuant to the manufacturer's suggested guidelines, will document the checks and status indicator and notify the AED coordinator of any indication that the AED is not ready for use.

Post Use Procedure —

The AED coordinator will do the following after any AED use:

- **Notify the Medical Director.**
- **Notify the Claremore EMS Services.**
- **Conduct employee incident debriefing, as needed.**
- **Assist with the documentation on the School Accident Report Form.**
- **Restock any used materials such as defibrillator pads, batteries, razors, gloves, etc.**
- **Inspect unused supplies for any damage or old expiration dates.**
- **Clean AED, if needed, while inspecting the defibrillator and connector for damage, dirt or contamination.**
- **Check status indicator; perform a Battery Insertion Test to confirm the AED is ready to be put back in service.**

**BOARD OF EDUCATION
Drug-Free Workplace Policy**

The federal government has required all schools who receive any type of federal funds to implement the provisions of the Drug-Free Workplace Act of 1988.

- a) As an employee of the Claremore Independent School District No. I-1, Rogers County, you are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Violation of this rule will result in dismissal.
- b) A drug-free awareness program will be provided at the start of each school year. The program will provide the employee with information about:
 1. The dangers of drug abuse in the workplace;
 2. The policy of the Claremore Public Schools as it relates to maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that will be imposed upon employees for drug-abuse violations occurring in the workplace; and
 5. A copy of the Federal Register detailing the Drug-Free Workplace Act of 1988.

As a condition of your employment under the grant, you agree to:

1. Abide by the terms of the statement (a);
2. Notify the superintendent or assistant superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

BOARD OF EDUCATION

Educational Philosophy

Mission Statement

Recognizing that the family is a primary influence in the development of the individual, Claremore Schools will empower all students, through their learning experiences, to be productive and responsible citizens in an ever-changing world through a strong and effective partnership among educators, parents, and community.

Beliefs

We believe that

- * Mutual respect enhances learning opportunities.
- * Parents and teachers are partners.
- All children can experience some level of success.
- Trial and error is a valuable tool in the learning process.
- Learning is not a job, but an experience.
- Teachers are not merely "instructors"; they are guides, guiding children into learning on their own.
- Motivation is internal for all persons and is influenced by experiences, beliefs, and expectations.
- All individuals are responsible for their own actions.
- Education does not begin or end at school.
- Higher expectations yield higher results.
- The issues of education are the responsibility of everyone.
- * All children deserve equal, opportunity for success.
- All people have a desire to succeed.
- *- The family is the primary influence in the development of the individual.
Teachers are role models.
- All aspects of a community aid in the education of its children.
- All individuals have worth!

Exit Outcomes

Graduates of Claremore High School will be:

- * Effective communicators who can speak and write appropriately to communicate factual information and ideas.
- Critical thinkers who can look at a problem, decide what needs to be done to solve it, collect and use the right tools and information and emerge with a solution.

BOARD OF EDUCATION**Educational Philosophy, continued****Beliefs, continued**

- **Responsible learners** who have the motivation for lifelong learning.
- **Self-directed learners** who establish and pursue a goal.
- **Creative thinkers** who can suggest and implement a new idea.
- **Cooperative citizens** who interact effectively within a diverse society to solve collective problems.
- **Conscientious citizens** with caring attitudes who display responsibility, honesty and integrity to improve the quality of life in their social and natural environment.
- **Productive individuals** who can apply all these characteristics and the knowledge/skill base they learned in school to get things done.

We will achieve these outcomes with this three-part foundation:

Basic Skills:

Reads, writes, performs arithmetic and mathematical operations, listens and speaks.

Reading --locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

Writing --communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

Arithmetic/Mathematics --performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.

Listening --receives, attends to, interprets, and responds to verbal messages and other cues.

Speaking --organizes ideas and communicates orally.

Thinking Skills:

Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

Creative Thinking --generates new ideas.

Decision Making --specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

Problem Solving --recognizes problems and devises and implements plan of action.

Seeing Things in the Mind's Eye --organizes and processes symbols, pictures, graphs, objects, and other information.

Knowing How to Learn --uses efficient learning techniques to acquire and apply new knowledge and skills --becomes a lifelong learner.

Reasoning --discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

BOARD OF EDUCATION
Educational Philosophy, continued

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

Responsibility --exerts a high level of effort and perseveres towards goal attainment.

Self-Esteem --believes in own self-worth and maintains a positive view of self.

Sociability --demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings: knows his/her heritage and the heritage of other cultures and has discovered the interconnective nature of our world.

Self-Management --assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

Integrity/Honesty --chooses ethical courses of action.

BOARD OF EDUCATION

Emergency Plans

The Claremore Board of Education has appointed a committee composed of the superintendent, each building principal, the director of maintenance, and other designated personnel for the purpose of developing and maintaining the district emergency plans. An Emergency Plan will be developed by the Safe School Committee which will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the superintendent, director of maintenance, the fire marshal, or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur including but not limited to the following:

- A. Severe weather
- B. Fire
- C. Flood
- D. Terrorism
- E. Missing student(s)
- F. Suicide
- G. Threatening persons
- H. Weapons/explosives found on school site
- I. Any other situation the Safe Schools Committee deems appropriate

The superintendent -will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures.

BOARD OF EDUCATION
Evaluation of the Superintendent (Policy Statement)

The Claremore Public School Board, in recognition of its accountability to the people of Claremore and its obligations under the statutes of the State of Oklahoma shall conduct annual formal evaluations of the superintendent of Claremore Public Schools. Said evaluations shall be conducted toward the goal of improving Claremore Public Schools through an improving superintendency.

Members of the Board will first evaluate the superintendent independently, using a written form adopted for this purpose by the Board. The Board will convene to discuss the assessments and prepare a composite evaluation which will be discussed by the full Board and the superintendent. The Board and the superintendent will each retain a copy of the written evaluation report.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote his/her professional growth and development.
2. Help the Board evaluate their work in planning the educational program in this community.
3. Strengthen the working relationship between the Board and the superintendent by providing a comprehensive vehicle of communication.

The superintendent's evaluation will take place during a special session of the Board of Education prior to August 15 of a new fiscal year. The Board may choose to renew the superintendent's contract at the time of the evaluation.

BOARD OF EDUCATION
Federal Programs, Complaint Procedures

All complaints concerning Claremore Public Schools should be filed with the School Superintendent or with the General Counsel of the State Department of Education. Within thirty (30) days of receipt of a complaint, the applicant agency shall conduct an investigation of the allegation and resolve the complaint. Subsequent to the investigation and resolution, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.

A complaint may be filed by parents, teachers or other concerned individuals or by an organization in relationship to the program. Claremore Public Schools is required to review all complaints made concerning a covered program if:

1. The complaint is in written form and alleges that Federal program requirements have been violated;
2. The complaint is signed;
3. The complaint includes the facts on which the statement is based and the specific program requirement alleged to have been violated; and
4. The complaint includes information supporting the allegation along with the allegation.

BOARD OF EDUCATION
Federal Programs, Conflict of Business Interest

It is the policy of the Claremore Board of Education to not enter into or cause, or allow to be entered into any contract for the sale of goods or services to the District with any Board member or District employee (party), individually or through any business enterprise, in which said party holds a financial interest, if such party is responsible for managing or supervising the business or financial affairs of the District, whether directly or indirectly, including the determination of vendors for individual departments within the District.

BOARD OF EDUCATION

Free and Reduced Price Meals (D)

The Claremore Public Schools has agreed to participate in the National School Lunch Program and School Breakfast Program, receive commodities donated by USDA, and accept responsibility for providing free and reduced price meals to eligible children in the school under its jurisdiction.

The School Food Authority assures the State Department of Education that the school system will uniformly implement the following policies to determine children's eligibility for free and reduced price meals in the National School Lunch Program and School Breakfast Program schools under its jurisdiction. In fulfilling these responsibilities, the School Food Authority:

- A. Serves lunches, breakfasts, and snacks without cost or at a reduced price to all students who are determined to be eligible under federal guidelines.
- B. Agrees to set reduced price charges at the prevailing rate for reduced price lunches and breakfasts as prescribed by the National School Lunch and Breakfast Program.
- C. Makes no discrimination against any student who qualifies for free and/or reduced price meals. These students shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time.
- D. Student workers in the cafeteria must be paid for their labor. They cannot be compensated by receiving free meals for their work.
- E. Agrees that in the operation of Child Nutrition Programs, no child shall be discriminated against because of race, sex, color, national origin, age, or handicap.
- F. Agrees to verify eligibility of applicant households in accordance with program regulations, to complete the verification process by December 15 of each year, and to maintain records as follows: (1) a summary of the verification efforts; (2) the total number of applications on file by October 31; and (3) the percentage or number of applications verified. Compliance with these requirements will be monitored by the State Agency as part of its supervisory assistance monitoring and verification efforts.
- G. Agrees to designate the Food Services Director to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

BOARD OF EDUCATION**Free and Reduced Price Meals (D), continued**

- H. Agrees to establish and use a fair hearing procedure for households to appeal the school's decisions and for school officials to challenge the correctness of information in an application or the continued eligibility of any child for free or reduced price meals. If the household appeals a termination decision during the ten-day advance notice period, the child will continue to receive free or reduced price meals during the appeal and hearing.

Prior to initiating the hearing procedure, the parents or guardians or the local school officials may request a conference to provide an opportunity for the parents or guardians and the local school officials to discuss the situation, present information, obtain an explanation of data submitted in the application, and discuss decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The designated hearing official is:

Assistant Superintendent of Claremore Public Schools
310 North Weenonah
Claremore, OK 74017

(NOTE: This person must be someone not involved in the original eligibility determination. It is suggested that this person hold a position superior to that of the determining official.)

This official shall ensure that the hearing procedure provides the following for both the household and the School Food Authority:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling and holding a hearing, and adequate notice as to its time and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es).

BOARD OF EDUCATION**Free and Reduced Price Meals (D), continued**

7. That the hearing be conducted and the decision be made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
 9. That the parties concerned and any designated representatives thereof be notified in writing of the decision of the hearing official.
 10. That for each hearing a written record be prepared, including the challenge or decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
 11. That such written record be retained for a period of five years after the close of the school year to which they pertain and shall be made available for examination by the parties concerned or their representatives at any reasonable time and place during such period.
- I. Agrees to develop and distribute to each child's parents or guardians a letter and an application for free and reduced price school meals. These forms shall be distributed at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the meal application attachment shall have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals.

Application for Free and Reduced-Price Meals: Households must annually complete an application for meals, School Food Authorities **cannot** complete any part of the application based on information from the previous year. Each application should be reviewed to ensure that it is complete. If required information is missing from the application, that information may be obtained by returning the application to the household or contacting the household by telephone or in writing to secure the missing information, documenting any contact directly on the application with your initials and the date. The following information must be provided by the household **BEFORE** an eligibility determination can be made:

a. Categorical-Eligibility Approval:

Full name of the child (first and last).

The household's food stamp or child's TANF or FDPIR number.

Signature of an adult household member.

BOARD OF EDUCATION**Free and Reduced Price Meals (D), continued****Application for Free and Reduced-Price Meals, continued****b. Income-Eligibility Approval:**

Names of all household members.

The amounts of monthly income received by each household member identified by source, such as wages, welfare, and alimony.

Signature of an adult household member.

Social security number of the adult household member who signs the application or the word *none* if the adult does not have a social security number.

Carry-Over Applications: Students who were approved to receive free or reduced-price meals last school year may be approved for the same benefits this year until a new application is received or until **30 operating days after the first school day**. If a school district has summer school continuing in July, the first day of the 30-operating-days period would begin on the first day summer school is in session in July. Prior to the new application approval, an SFA may only claim reimbursement for those meals served to students from households with a previously approved application. If students drop during the year and re-enter, their previous application may be used as long as it is within the same school year.

When the pre-enrollment of pre-kindergarten and kindergarten students begin each spring, school districts may include a **current** Application for Free and Reduced-Price Meals in the pre-enrollment packet. If the parent or guardian should complete the application, the school district may approve it using the **current** income scale. If the child qualifies, this information may be used to issue free or reduced-price benefits to the new pre-kindergarten or kindergarten in the following school year until a **new** application is approved or until the thirtieth day of operation.

Foster Child: A foster child is a child who is living with a household, but who remains the **legal responsibility** of the welfare agency or court. Such a child is considered a household of one, and only the following income should be considered:

- a. Funds provided by the welfare agency that are specifically identified by category for personal use of the child, such as those for clothing, school fees, allowances. Welfare agency funds identified by category for shelter and care and those identified as special needs funds, such as those for medical and therapeutic needs, are not considered as income. When welfare agency funds cannot be identified by category, no portion of the provided funds shall be considered as income.

BOARD OF EDUCATION**Free and Reduced Price Meals (D), continued****Foster Child, continued**

- b. Funds personally received by the child include, but are not limited to, funds received from trust accounts, monies provided by the child's family for personal use, and earnings from full-time employment. Earnings from such sources as paper routes and baby-sitting, which generally do not significantly affect the household's level of income, should not be considered as income.
- c. A child may be a foster child under another state and still be considered a foster child in the state of Oklahoma. Once a foster child is adopted, that child is then considered a part of that family's household. Any income the family receives from the state to support the child must then be counted in with the family's income.

All children from an eligible household will receive the same benefits. Parents or guardians will be promptly notified of the approval or denial of their application(s). Children will be served meals immediately upon the establishment of their eligibility.

When an application is denied, parents or guardians will be provided written notification which shall include: (1) the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application; (2) notification of the right to appeal; (3) instructions on how to appeal; and (4) a statement reminding parents that they may reapply for free and reduced price meal benefits at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the School Food Authority level.

- J. Agrees to submit a public release containing the same -information as in the parent letter as well as the eligibility scale for reduced price meals to the news media, local unemployment offices, and major employers contemplating or experiencing large layoffs in the area from which the school draws its attendance. Copies of the public release shall be made available upon request to any interested persons. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria was announced.
- K. Agrees to establish a procedure to collect money from children who pay for their meals and to account for the number of free, reduced price, and full price meals served. The procedure described in Attachment F will be used so that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving free or reduced price meals.

Agrees to submit to the State Department of Education any alterations or revisions to the administrative procedures outlined in this policy prior to implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

BOARD OF EDUCATION**Free and Reduced Price Meals (D), continued**

ATTACHMENTS --- The following attachments are adopted with and considered part of this policy, and may be obtained from the Food Services Director or each site principal:

<u>Attachment A-1:</u>	Income Eligibility Guidelines for Free Meals
<u>Attachment A-2:</u>	Income Eligibility Guidelines for Reduced Price Meals
<u>Attachment B:</u>	Letter to Parents for School Meal Programs
<u>Attachment C:</u>	Application for Free and Reduced Price School Meals
<u>Attachment D:</u>	Notification Letter
<u>Attachment E:</u>	Public Release
<u>Attachment F:</u>	Collection Procedures
<u>Attachment G:</u>	Offer versus Serve Notification Form for Lunch
<u>Attachment H:</u>	Offer versus Serve Notification Form for Breakfast

BOARD OF EDUCATION
Grievance, Certified Staff (N, 1991)**Grievance Procedure, Purpose**

The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems which may from time to time arise affecting employees.

Grievance Defined

A grievance is a claim by an Association member or the Association that there is an alleged violation, misinterpretation, or misapplication of the negotiated agreement or any established Board policy, administrative procedure or practice, or individual contracts.

Grievance, Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum number of work days allowed and every effort should be made to expedite the process. The time limits specified, however, may be altered by mutual agreement of the parties.

Grievance, Procedure**A. Level One**

1. As soon as the employee becomes aware of an event which leads to a grievance, the employee, or one designated member of a group having a grievance, shall request that a meeting be held with the particular administrator involved. The purpose of this meeting shall be an attempt to resolve the matter informally. Persons proper to be present at this meeting shall include the particular administrator involved, the aggrieved teacher and/or teachers, and their representatives,
2. If the grievance is not resolved by the particular administrator involved, it shall be reduced to writing, signed by the grievant, and submitted to the administrator within five (5) school days of the informal conference. The administrator shall give to the grievant his decision within five (5) school days after the grievance has been submitted to him, in written form, with his conclusion and reasons for such conclusion clearly written thereon.

BOARD OF EDUCATION**Grievance, Certified Staff (N, 1991), continued**
Grievance Procedure, continued**B. Level Two (Superintendent)**

1. In the event the administrator's written decision, as set forth in Level One, shall be unsatisfactory, the grievant shall appeal the grievance to the Superintendent, in writing, within five (5) school days after the Principal's decision has been given in Level One. The Superintendent shall schedule a meeting within five (5) school days with the aggrieved teacher, his representative, and the administrator involved, to discuss the appealed grievance. The Superintendent shall submit, to the grievant, his decision, in writing, on the grievance form within five (5) school days after the meeting. The written decision of the Superintendent must contain reasons for the conclusion.

C. Level Three

1. If the decision of the Superintendent is not acceptable to the grievant, then:
2. The parties shall request from the Federal Mediation and Conciliation Service assignment of a mediator at the earliest possible date. The site and date for the grievance mediation shall be established by the parties involved. No more than one day shall be established for the purpose of conducting grievance mediation.
3. The parties shall have the right to representation.
4. Any expenses resulting from the grievance mediation process shall be borne equally by the parties involved.
5. The mediator shall not be empowered to compel a settlement upon the parties.
6. The grievance mediation process shall terminate when (a) the mediator determines that a settlement is not eminent, (b) either party indicates their desire to disengage from mediation by serving written notice to the other party and to the Bureau, or (c) they reach an amicable settlement.
7. If a settlement is reached, the parties shall commit the agreement to writing which shall be dated and signed by the parties and the mediator. The signed agreement shall be binding on the parties.

BOARD OF EDUCATION**Grievance, Certified Staff (N, 1991), continued**
Grievance Procedure, continued**D. Level Four (Board of Education)**

1. If mediation fails, the grievant shall have the right to appeal to the Board of Education for a hearing of the case. Request for such a hearing before the Board must be made to the President of the Board, in writing, within five (5) school days after the decision has been submitted by the Superintendent to the grievant in Level Two of the grievance procedure. The President of the Board shall arrange a meeting of the Board of Education to hear the appealed grievance at the earliest possible date; however, the hearing with the Board of Education shall be scheduled to be held within ten (10) school days from the date the President receives the request for appeal hearing from the grievant.
2. The Board of Education shall submit its decision, in writing, to the grievant(s) with a copy to the President of the Association within five (5) school days following the closing of the appealed hearing, and affix their signature thereto.

Grievance, Employee Rights

- A. All parties to a grievance are assured of freedom from restraint, coercion, discrimination, or reprisal.
- B. A grievant may be represented at all levels of the grievance procedure by himself, or at his option, by a designee of the Association.
- C. If the grievant is not represented by the Association, the Association shall have the right to be present.
- D. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate confidential grievance file maintained by the Association and Board and shall not be kept in the personnel file of any of the participants.
- E. Failure at any level of this procedure for a grievant to be given a reply within specified time limits shall mean the relief sought shall be implemented.
- F. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
- G. The grievant shall have the right to bring any witness to grievance hearing who can provide testimony relevant to the grievance.

BOARD OF EDUCATION**Grievance, Certified Staff (N, 1991), continued****Grievance Employee Rights, continued**

- H. When grievance proceedings are held during the regular work day, there will be no loss of pay for those teachers whose attendance may be required by the Board or Association.
- I. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. During the summer months, time limits set forth shall be in terms of calendar days.
- J. The Association recorder may also be present at any level of this procedure.
- K. A grievance may be withdrawn by the grievant at any level without prejudice or record.

Miscellaneous

- A. The Board will provide the Association with a copy of all grievances and written decisions at each level.
- B. All written decisions shall set forth reasons supporting such decisions.
- C. Format for the forms for filing grievances shall be submitted to the Board by the Association and the Board will prepare and distribute these forms to the Association so as to facilitate operation of the grievance procedure.
- D. Information on grievance forms must be typewritten, in order to provide legibility and ease in reproduction.

BOARD OF EDUCATION**Grievance, Discrimination, All Employees and Students (D)****DEFINITIONS**

Discrimination Complaint: A written complaint alleging any policy procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), qualified handicap or veteran status.

Student Grievant: A student of the Claremore Independent School District #1 who submits a complaint alleging discrimination based on race, color, national origin, sex (including sexual harassment) or qualified handicap. A parent's complaint shall be treated in the same manner as a student's complaint.

Employee Grievant: An employee of the Claremore Independent School District #1 who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age (including sexual harassment) or qualified handicap.

Title VII, Title IX, ADA and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Title VII/Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

Respondent: The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the School District's main administrative offices are open. the calculation of days in complaint processing shall exclude Saturdays, Sundays, and legal holidays.

PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VII or 504 Coordinator(s), as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

BOARD OF EDUCATION**Grievance, Discrimination, All Employees and Students (D), continued****FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

Grievant: Submits written complaint to the Coordinator(s) 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 from the District's administrative office located at 310 North Weenonah, Claremore, Oklahoma

Coordinator: Notifies respondent within 10 business days and asks respondent to:

- i) Confirm or deny facts;
- ii) Indicate acceptance or rejection of student or employee's requested action; or
- iii) Outline alternatives.

Respondent: Submits written answer within 10 business days to the applicable Coordinator.

Coordinator: Within 10 business days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent and the principal or other designee.

Principal, Grievant, Respondent and Coordinator: Hearing is conducted.

Principal: Issues within 10 business days after the hearing a written decision to the student or employee, respondent and applicable Coordinator.

Grievant or Respondent: If the Grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 business days and request, in writing, a hearing with the Superintendent.

Coordinator: Schedules within 10 business days of request a hearing with the grievant, respondent and Superintendent.

Superintendent, Grievant, Respondent and applicable Coordinator: Hearing is conducted.

Superintendent: Issues a written decision within 10 business days following the hearing.

Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 business days and request a hearing with the board of education.

BOARD OF EDUCATION**Grievance, Discrimination, All Employees and Students (D), continued
Filing and Processing Discrimination Complaints, continued****GENERAL PROVISIONS**

In the event the grievance complaint is based upon termination of an employee's contract, the grievant shall pursue the complaint in accordance with the employment termination procedures adopted by the School District and found elsewhere in this policy manual.

In the event that the Superintendent is the person against whom an employee wishes to file a sex discrimination or sexual harassment complaint, the complaint may be filed with the President of the Board of Education. The Board of Education shall then appoint a special investigator to investigate the allegation. The Board may direct a hearing by the grievance committee in accordance with the procedure described above, or may, in accordance with applicable hearing procedures, set a hearing before the Board of Education.

Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran status. Copies shall be subject to the District's customary charge for open records.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint records shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution. These policies and procedures will be posted in a prominent location within all district facilities.

NOTE: Questions regarding the Grievance Procedure, the identity of the Title IX Compliance Officer, or other ADA, Title VII, and 504 Coordinators, may be directed to the office of the superintendent.

BOARD OF EDUCATION
Grievance, Support Staff (N, 1984)**Grievance Procedure, Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees.

Grievance Defined

A grievance is a claim by a support personnel or the CESP that there is a violation, misinterpretation, or misapplication of established Board policy, or administrative procedure, or practices; implementation or matters negotiated between the Board and the CESP; or provisions involving support personnel, individual contract, or employment conditions.

Grievance, Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum number of work days allowed and every effort should be made to expedite the process. The time limits specified, however, may be altered by mutual agreement of the parties.

Grievance, Procedure**Level One**

As soon as the employee becomes aware of an event which leads to a grievance, the employee or one designated member of a group having a grievance, shall request that a meeting be held with the particular administrator involved. The purpose of this meeting shall be an attempt to resolve the matter informally. Persons proper to be present at this meeting shall include the particular administrator involved, the aggrieved support person and/or persons, and their CESP representatives (grievance committee).

If the grievance is not resolved by the particular administrator involved, it shall be reduced to writing in which details of the grievance will be clearly stated, signed by the grievant, and submitted to the administrator within five (5) school days of the informal conference. The administrator shall give to the grievant his decision within five (5) school days after the grievance has been submitted to him, in written form, with his conclusion and reasons for such conclusion clearly written thereon.

BOARD OF EDUCATION**Grievance, Support Staff (N), continued****Grievance Procedure, continued****Level Two (Superintendent)**

In the event the administrator's written decision, as set forth in Level One, shall be unsatisfactory, the grievant shall appeal the grievance to the superintendent, in writing, within five (5) school days after the administrator's decision has been given in Level One. The superintendent shall schedule a meeting within five (5) school days with the aggrieved support person, his representative, and the administrator involved, to discuss the appealed grievance. The superintendent shall submit, to the grievant, his decision, in writing, on the grievance form within five (5) school days after the meeting. The written decision of the superintendent shall contain reasons for the conclusion.

Level Three (Board of Education)

If the decision of the superintendent shall be unsatisfactory, the grievant shall have the right to appeal to the Board of Education for a hearing of the case. Request for such a hearing before the Board must be made to the president of the Board, in writing, within five (5) school days after the decision has been submitted by the superintendent to the grievant in Level Two of the grievance procedure. The president of the Board shall arrange a meeting of the Board of Education to hear the appealed grievance at the earliest possible date.

The Board of Education shall submit its decision, in writing, to the grievant(s) with a copy to the president of the Association within ten (10) school days following the closing of the appealed hearing and affix their signature thereto.

Grievance, Employee Rights

- A. All parties to a grievance are assured of freedom from restraint, coercion, discrimination, or reprisal.
- B. A grievant may be represented at Level 1, Step 2 and above of the grievance procedure by himself, or at his option, by a designee of the CESP.
- C. If the grievant is not represented by the CESP, the CESP shall have the right to be present.

BOARD OF EDUCATION**Grievance, Support Staff (N), continued****Grievance, Employee Rights, continued**

- D. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate confidential grievance file maintained by the CESP and Board and shall not be kept in the personnel file of any of the participants.
- E. Failure at any level of this procedure for a grievant to be given a reply within specified time limits means the grievance shall go to the next level.
- F. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits means the grievance shall go the next level.
- G. The grievant shall have the right to bring any witness to grievance hearings who can provide testimony relevant to the grievance.
- H. When grievance proceedings are held during the regular work day, there will be no loss of pay for those support personnel whose attendance may be required by the Board or CESP.
- I. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. During the summer months, time limits set forth shall be in terms of calendar days.
- J. The CESP recorder may also be present at any level of this procedure.
- K. A grievance may be withdrawn by the grievant at any level without prejudice or record.

Miscellaneous

- A. The Board will provide the CESP with a copy of all grievances and written decisions at each level.
- B. All written decisions shall set forth reasons supporting such decisions.
- C. Format for the forms for filing grievances shall be submitted to the Board by the CESP for review and the CESP will prepare and distribute these forms so as to facilitate operation of the grievance procedure.
- D. Information on grievance forms must be typewritten, in order to provide legibility and ease in reproduction.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

The Claremore Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employee so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service. Those who choose to decline the vaccination must sign a release form.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Regulation

In accordance with the policy of the Board of Education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the propose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions.

BOARD OF EDUCATION**Hygiene and Sanitation (Bloodborne Pathogens)****Regulation, continued**

1. Wear gloves. All personnel will wear gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After each use, gloves should be destroyed or disposed of. Under no circumstances should gloves be recycled or used for more than one incident.
2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - A: Use liquid soap and water with vigorous washing under running water for at least 10 seconds.
 - B: Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in the proper container.
 - C: Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1:10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. Such containers should be clearly marked as to the contents. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution and carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents, may be used to clean spilled body fluids. The absorbent should be swept or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Regulation, continued

7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels, and similar cleaning equipment should be washed in hot, soapy water with one-half to one cup of bleach added to the wash water.
9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluids exists whether or not the fluid is touched.
10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot, soapy water before and after any cleanup operation.
11. A copy of the "Routine Procedures for Sanitation and Hygiene When Handling Body Fluids" will be provided to each employee and must be followed when appropriate and necessary.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids

Definitions

1. Bloodborne pathogens means pathogenic microorganisms 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 immunodeficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials 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	Disposal Bags	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Cans and Plastic Liners		
Sanitary Napkin Container		

Disinfectant — Should use one or more of these:

- A. Sodium hypochlorite solution (household bleach)
 - One (1) part bleach to ten (10) parts water
 - Example: 1-1/2 cups bleach to 1 gallon of water
 - Needs to be prepared each time used on inanimate objects

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

- B. ViroGuard-Q — Distributed by Health Services One (1) oz. Of ViroGuard-Q to 128 oz. of water ViroGuard-Q is a germicidal product which is to be used on inanimate objects. ViroGuard-Q has bactericidal 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 disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.
- E. Do not reuse 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.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

2. Handwashing

- A. Use germicidal soap and running water. Soap suspends easily removable soil and microorganisms, 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. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)

- A. Use ViroGuard-Q solution or use household bleach solution, mixed 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 to metal, since it will corrode most metals.
- E. Toys which are placed in children's mouths should be cleaned with water and detergent, disinfected, 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 classrooms should be discouraged.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

4. Floors

- A. Use household bleach solution, mixed fresh, or 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, etc.
 - 2. Dip, wring, and mop once more.
 - 3. Dip and 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 the bleach solution after use.
- D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.
- E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.
- F. Rinse nondisposable cleaning equipment (dustpan, buckets) in disinfectant.
- G. Dispose of disinfectant solution down the drain pipe.
- H. Remove gloves, if worn, and discard in the appropriate receptacle.
- I. Wash hands as described above.

5. Non-Washable Surfaces (rugs and upholstery, etc.)

- A. Apply sanitary absorbing agent, let dry, vacuum.
- B. If necessary, use broom and dustpan to remove soiled materials.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

- C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
 - D. Spray soiled area with ViroGuard-Q solution, air dry.
 - E. Clean dustpan and broom, if used. Rinse in ViroGuard-Q solution or household bleach solution.
 - F. Wash hands as described above.
6. 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 above.
 - D. Wipe sink with paper towels, discard towels.
 - E. Machine wash soiled items separately.
1. If material is bleachable, add $\frac{1}{2}$ cup bleach to the wash cycle. If it is not bleachable, add $\frac{1}{2}$ cup non-chlorine bleach (Clorox W/Borateem) to the wash cycle.
 2. Wash in hot water: 160 degrees Fahrenheit for 25 minutes, using detergent with disinfecting agent.
 3. Discard plastic bag.
 4. After handling soiled items, wash hands as described above.
7. To Clean Blood or Body Fluid Spills (blood from nose, mouth, or 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 materials.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

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

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 uses 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 into a toilet after each use, 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.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

- C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or VioGuard-Q solution.
- D. Wash hands as described above.

10. Sleeping Equipment

- A. Each item should be used by only one child.
- B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.
- C. Crib mattresses should be cleaned and sanitized when soiled and wet.
- D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.
- F. 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. ViroGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.
- C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup 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 cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.
- E. Take cleanup baggies and gloves on field trips.
- F. All cleaning supplies must be labeled regardless of container.

BOARD OF EDUCATION

Hygiene and Sanitation (Bloodborne Pathogens)

Routine Procedures for Sanitation and Hygiene When Handling Body Fluids (continued)

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 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 to other persons' spray from the nose or mouth, as in coughing, sneezing, laughing, or talking.
- E. Wash hands thoroughly after handling another person's belongings.

BOARD OF EDUCATION
Interference with the Peaceful Conduct of
School District Activities

The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order in the School District shall have the authority and power to direct any person to leave School District property and who:

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

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

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

APPEAL PROCESS:

The person may request review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave School District property, the directive will be final and nonappealable. If the Superintendent issued the initial directive to leave School District property, the Superintendent will appoint another Administrator to review his/her decision. The decision of the Superintendent or his/her designee will be final and nonappealable.

**BOARD OF EDUCATION,
INSTRUCTIONAL TELEVISION / VIDEO MATERIALS**

Quality video material for instructional purposes is available from a variety of sources. While the selection of video material for classroom presentation is primarily the responsibility of the teacher, the Board recognizes that some video material may not be appropriate for some students. Accordingly, the following policy requirements shall apply to the classroom use of video material:

1. Video material must be directly related to the curriculum. The content of the program must be integrated with curriculum objectives.
2. All video materials must be appropriate for the maturity level of the students viewing the material and previewed by the teacher prior to student viewing.
3. Within the context of paragraphs 1 and 2, any video material from the school district's catalogue or media resource depository may be used. All video material, whether or not in the school district's catalogue or media resource depository, must be approved for use by the site principal.
4. Movies with a Motion Picture Association of America rating of R or X may not be used under any circumstances.
5. Movies with a Motion Picture Association of America rating of PG or PG-13 may be used with the prior approval of the school principal. G-rated movies may be used at any educational level without the prior approval of the principal, provided that the movie complies with paragraph 1. above.
6. Material which has no Motion Picture Association of America rating must be approved by the school principal prior to presentation.
7. If the material has a Motion Picture Association of America rating, the teacher is responsible for ascertaining the rating and that the material is appropriate for student viewing within this policy prior to presenting the material.
8. The use of video material which is taped from television broadcasts is prohibited because of copyright law considerations unless the material is obtained from the school district's catalogue or media resource depository.

**BOARD OF EDUCATION,
INSTRUCTIONAL TELEVISION / VIDEO MARETIALS (continued)**

9. Any employee violating this policy is subject to disciplinary action which may include dismissal or nonrenewal.

10. A copy of this policy shall be provided to all teachers at the beginning of each each school year.

INDIAN POLICIES AND PROCEDURES (IPPs) CLAREMORE SCHOOL DISTRICT

It is the intent of the Claremore School District that all American Indian children of school age have equal access to all programs, services, and activities offered in the school district.

It is the intent of the Claremore School District to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly Public Law 81-874), and to that end, the Governing Board has adopted as policy these Indian Policies and Procedures (IPPs). The IPPs by intent and by Board action supersede all previous Board action and are intended to bind the Governing Board, administration and staff of the Claremore School District.

POLICIES AND PROCEDURES:

1. POLICY

Tribal officials and parents of Indian children shall be provided an opportunity to comment on the participation of Indian children on an equal basis in all programs and activities offered by the Claremore School District. (34CFR222.94a1)

PROCEDURES

1.1. The Claremore School District Superintendent/Principal and the Claremore JOM/Title VI Indian Parent Education Committee will meet at least two times annually with Tribal officials, parents of Indian children, and/or staff. The purpose of these meetings shall be to inform and to address comments and concerns regarding Indian children's equal participation in the educational programs of the District.

Generally, at least the following meetings will occur annually:

1. Claremore JOM/Title VI Indian Parent Education Committee general membership meeting in September or October.
2. Board of Education public hearing on the Title VIII (Impact Aid) Indian Policies and Procedures.
3. Board of Education public hearing on the new or continuing Title VI program.
4. Other meetings may be organized by the JOM/Title VI Indian Parent Education Committee and/or requested by Tribal officials and/or parents of Indian children.

**INDIAN POLICIES AND PROCEDURES (IPPs)
CLAREMORE SCHOOL DISTRICT - Continued**

2. POLICY

The Claremore School District will annually assess the extent to which Indian students are participating on an equal basis in the educational programs and activities of the District. (34CFR222.94a2)

PROCEDURES

2.1 The Superintendent/Principal, in conjunction with the JOM/Title VI Indian Parent Education Committee will review school data and comments with the Tribal officials, Indian Parent Education Committee, Indian community, and staff regarding assessment and extent of Indian students' participation and progress in the educational programs and services of the District.

3. POLICY

The Claremore School District shall seek input from the JOM/Title VI Indian Parent Education Committee when necessary in order to modify educational programs and services when progress is not being made, or there appears to be a lack of equal participation for Indian students. (34CFR222.94a3)

PROCEDURES

3.1 When assessment data indicate Indian students do not participate on an equal basis with non-Indian students, or make appropriate progress, the JOM/Title VI Indian Parent Education Committee will be asked to recommend a plan or suggestions to modify the educational programs or services in order to attain equal participation or appropriate progress. Recommendations will be presented to the Claremore School District Board of Directors for action.

4. POLICY

The following materials will annually be disseminated to Tribal officials and/or Indian parents:

**INDIAN POLICIES AND PROCEDURES (IPPs)
CLAREMORE SCHOOL DISTRICT - Continued**

Title VIII Application, evaluation of programs assisted with Title VIII funds, program plans and information related to the education programs of the Claremore School District, assessment data for the districts' student.

Adequate time and opportunity will be provided Tribal officials and/or the JOM/Title VI Indian Parent Education Committee and Indian parents to present views and comments regarding the disseminated documents. (34CFR222.94a4)

PROCEDURES

4.1 The complete Title VIII application will be sent to Tribal officials. A summary will be prepared for all Indian parents in conjunction with the Title VIII public hearing. Review of new or continuing programs is an on-going process of the Board of Directors of the Claremore School District. Agendas will be available upon request of the Superintendent and an annual report will be provided each September.

4.2 Board meeting will be held for the discussion of the disseminated material as part of a regular Board agenda. Such meeting will be public and the public will be provided with a schedule of monthly Board meetings. The public will be notified by posting at the District, Rogers County Clerk's Office and the District web site.

5. POLICY

The District shall solicit information from Tribal officials and Indian parents on Indian views, including those regarding the frequency, location, and time of meetings. (34CFR222.94a5)

PROCEDURES

5.1 At the Board meeting described in Procedure 4.2 above, members of the Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations, and frequency of pertinent meetings.

6. POLICY

The District shall notify Tribal officials and Indian parents of the locations and times of meetings.

**INDIAN POLICIES AND PROCEDURES (IPPs)
CLAREMORE SCHOOL DISTRICT - Continued**

PROCEDURES

- 6.1 Tribal officials, Indian parents, and/or the JOM/Title VI Indian Parent Education Committee will be notified of the location and times of all School Board meeting Notices will be posted at the District, Rogers County Clerk's Office and on the District web site at www.claremore.k12.ok.us.

7. POLICY

The District shall consult and involve the JOM/Title VI Indian Parent Education Committee and interested Tribal officials and Indian parents in the planning and development of educational programs assisted with Title VIII funds. (34CFR222.94a7)

PROCEDURES

- 7.1 The Title VIII application will be made available for review by the JOM/Title VI Indian Parent Education Committee and other interested members of the Indian community prior to the public Board meeting. A Board meeting to discuss equal participation of Indian students will generally be held in September. Additionally, a discussion will be open for the subject of equal participation for Indian students. All interested parties will be allowed to review public assessment data to develop or modify educational programs or services to allow participation of Indian students on an equal basis. These findings and recommendations will be presented to the Board. Also, members of the Indian community and JOM/Title VI Indian Parent Education Committee will be notified of modifications to programs or services as stipulated in Procedure 4.1.

8. POLICY

The District shall provide specific procedures for assessing the effectiveness of Indian community input regarding the participation of Indian children in the District's education programs and activities and the development and implementation of the IPPs, and for modifying the District's IPPs based on this input.

**INDIAN POLICIES AND PROCEDURES (IPPs)
CLAREMORE SCHOOL DISTRICT - Continued**

PROCEDURES

- 8.1 The JOM/Title VI Indian Parent Education Committee and District staff will review parent and student input and surveys prior to the preparation of the Title VI program grant. Information regarding this input will be discussed at the public hearing for the new Title VI grant and/or at the public hearing regarding Title VIII.

APPROVED BY: _____

Tribal Official	_____	Dated	_____
JOM/Title VI Parent Committee Chair	_____	Dated	_____
Superintendent, Claremore S.D.	_____	Dated	_____
Board President, Claremore S.D.	_____	Dated	_____

SCHOOL LIBRARY MEDIA CENTER SELECTION OF MATERIALS POLICY

The responsibility for the selection of Library Media Center materials rests with the Claremore Board of Education. Authority for the selection of proper materials shall be delegated to the Library Media Center staff. Materials shall be selected in accordance with the principles established by the School Library Bill of Rights as approved by the American Association of School Librarians. The final selection will be made by the media specialist subject to approval by the board. Suggestions from the administration, the faculty, and the students are encouraged.

The board of education and the media staff of the Claremore Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

Bill of Rights For Library

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school media center is:

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

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

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

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

To provide a comprehensive collection of library 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.

Responsibility for Selection of Library Instructional Materials

The board of education, the governing body of the school district, is legally responsible for the selection of library instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials. Material selected shall be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, non-print materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

Responsibility for Selection of Library Instructional Materials (continued)

1. Materials for the Library Media Center are selected primarily by the librarian with input from the Review Committee.
 - A. Annually, by October 1, the district shall transmit to the Oklahoma State Department of Education complete listing of all books and other materials available in any school library in the district. A public online school library catalog shall be available to fulfill this requirement.
2. The Review Committee will review library instructional materials chosen for the Media Center. (Form B-LA.1)
3. *The Review Committee may consist of the following:
 - Library Media Specialist
 - Principal
 - Counselor
 - Classroom Teachers(s)
 - Students (in certain circumstances)

*The Review Committee must be approved by the Superintendent or Superintendent designee.

Types of Materials Considered

1. Library instructional materials are chosen because they are of interest and have learning value for the student(s) within the community. Materials are not excluded because of race, nationality, religion, or political views of the writer.
2. Insofar as it is practical, library instructional materials are provided which present all points of view concerning the problems and issues of our time: international, national, and local. Books and library instructional materials of sound factual authority are not removed or banned from Library Media Center shelves because of partisan or doctrinal disapproval.
3. Periodicals and newspapers that supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand, and prices.
4. Multiple items of outstanding quality and much in-demand media are purchased as needed.
5. Nonfiction subjects that are topics of criticism are carefully considered before selection. Among these are:
 - A. Religion -- Factual unbiased material that represents all major religions may be included in the Library Media Center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

Types of Materials Considered (continued)

- B. Ideologies - The Library Media Center should, without making any effort to sway the reader's judgment, make available basic factual information on the maturity level of its reading public of ideologies or philosophies that are of current or continuing interest.
- C. Science -- Medical and scientific knowledge suitable to the development stage of the student should be made available without any biased selection of facts.

Criteria for Selection of Library Instructional Materials

- 1. Selections are made for, and in accordance with, the different maturity levels of the students.
- 2. Library instructional materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
- 3. Interests, needs, abilities of the students, and correlation of materials with the curriculum are dominating factors in the selection of library instructional materials.

Criteria for Evaluation

- 1. The author or producer should be qualified as a subject specialist.
- 2. Concepts, content, and vocabulary should be appropriate for the potential user.
- 3. Facts presented should be accurate and up-to-date.
- 4. Information should be logically arranged.
- 5. Subject matter should hold the attention of the student.
- 6. Format of the material should be attractive and durable.
- 7. Illustrations should be pertinent and well-executed.
- 8. Each medium should meet a real or potential need.
- 9. Evaluation from standard selection aids should be given consideration.
- 10. Pornographic material and sexualized content will not be available to minor students in accordance with Oklahoma Accreditation Standard 210:35-3-126.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

Selection Tools

In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, such as:

1. Common Sense Media
2. Title Wave.com
3. Follett
4. AR Book Finder
5. Bulletin of the Center for Children's Books
6. Children's Catalog
7. The Elementary School Library Collection
8. Hornbook
9. Oklahoma Department of Libraries Book
10. School Library Journal

Junior High & Senior High School Catalog

1. Fiction Catalog

When possible, audiovisual materials shall be previewed before purchase or ordered with return privilege guaranteed.

Procedures for Gift Books and Materials Received as Gifts (Donations) (Form B-LA-7)

1. Gift books and library instructional materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with board of education funds. The practice of a donor's purchasing new books or library instructional materials as Library Media Center gifts is discouraged. It is preferable that donors make monetary gifts for the purchase of books and library instructional materials because the school receives a discount and can purchase more books for the same amount of money.
2. Gift books and other materials, once accepted by the Claremore Public Schools, become the property of the Claremore Public Schools.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

Procedures for Reconsideration of Materials in the Library Media Center

There are three levels of procedures when Reconsidering Materials:

- Level I - Building
- Level II - Superintendent
- Level III - Board of Education

If an objection to a selection is made by the parent(s)/guardian, the procedures are as follows:

1. The complainant must request an informal conference with the Site Principal. This conference must be held before Level 1 Reconsideration Procedure begins.
2. If parent(s)/guardian have a personal or religious reason for not wanting their child to read about any specific subject or subjects they may complete form B-LA-6 and submit to the site principal.
3. If the complaint is not satisfied with an agreeable resolution in the informal meeting, the Site Principal will refer the complainant to begin the Level I procedure.

Material(s) is not to be withdrawn without completing all three levels of the Reconsideration Process. Only the final decision of the Board in a Level III complaint may result in removal of material(s).

In the event that the complainant does not accept the resolution of Level I or II, the complainant may appeal to the Board of Education through the Superintendent or Superintendent designee to Level III.

The final decision rests with the Board of Education.

The Three Levels of Reconsidering Material(s) for withdrawal:

- Level I - Building
- Level II – Superintendent or Superintendent designee
- Level III - Board of Education

Procedures to be followed concerning complaints or requests to review library instructional materials used by Claremore Public Schools:

Level I (Building Level)

1. All complaints to be considered shall be submitted in writing to the principal and the complaint or request shall be properly signed and identified. (Form B-LA-2)
2. The librarian, teacher, and administration shall be informed of the nature and facts concerning the complaint.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

3. The complaint or request to review the material shall be submitted by the principal to a review committee Parent(s) or guardian will be informed by the form (Form B-LA-4) Notice of Review Committee.
4. The library instructional materials are judged by the review committee with conformity of criteria selection and instructional goals. Then a written recommendation shall be submitted to the principal along with a copy of the complaint, and the written findings shall be kept on file in the principal's office and library media center for future reference.
5. The decision from Level I will come from the Site Principal and be communicated to the complainant by phone and written notification. The written notification will include a copy of the recommendation and determination made by the building principal regarding the complaint. (Form B-LA-5)

Level II:

1. In the event the complainant is not satisfied with the Level I decision, the complainant may appeal the decision to the Superintendent or Superintendent designee for a conference. The complaint will be made in writing.
2. The Superintendent or Superintendent designee will respond and acknowledge the complaint within five days after receiving the written complaint. A meeting will be scheduled for review of the complaint at a mutually convenient time.
3. At Level II, the complainant will present the complaint on their own behalf.
4. The Superintendent or Superintendent designee shall make the decision in a timely manner after the meeting is concluded. The Superintendent or Superintendent designee's decision must be delivered in writing to the complainant.
5. In the event the complainant is not satisfied with the Level II decision, the complainant may appeal the decision to Board of Education for a Level III hearing. The Superintendent shall provide the board with a written record of the Level II hearing including the decision with supporting reasons. for his/her decision. The Superintendent will also provide a record of the Level I hearing.

Level III:

1. Within five days of receiving the written decision of the Superintendent or Superintendent designee (Level II), the complainant may appeal the decision to the Board of Education. The request for an appeal must be made through the Superintendent or Superintendent designee in writing.
2. The hearing will be held at the next regular school board meeting and may include all District personnel who participated at Levels I and II. The Complainant must be in attendance at the Level III Board hearing. The Superintendent or Superintendent designee shall provide the board with a written record of the decisions from Level I and Level II.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

3. Procedures of the Appeal are as follows:
 - A. An agenda item added onto the Board of Education scheduled meeting.
 - B. Complainant presents to BOE.
 - C. District presents to BOE.
 - D. BOE may question both parties.

4. After the appeal is heard and all questions from the Board answered, the board shall render a decision regarding the Reconsideration of withdrawal of the library instructional Material. Such decision by the board shall be final.

Rights of Parent(s) Guardian on use of Library Instructional Materials

A student's parent(s)/guardian should have the right to reject the use of Library Media Center materials which seem incompatible with the student's values or beliefs. However, no parent(s) guardian has the right to determine the reading matter for students other than their own children. Books and other library instructional materials shall not be removed or banned solely because of partisan or doctrinal disapproval. It is recommended that classroom assignments involving Library Media Center materials provide for alternative choices when incompatible with the student's values or beliefs. This procedure is consistent with the National Council of Teachers of English Statement on Students' Right to Read.

Definition of Terms

Selection - the act or process of selecting materials.

Library Instructional Materials - library materials that fill a need related to the curriculum or contribute to the development and enrichment of the student.

Evaluation - to examine and judge the quality of materials.

Inquiry - an information request, usually informal, that seeks to determine the rationale behind the presence of a particular item in a collection.

Expression of Concern - an inquiry that has judgmental overtones. The inquirer has already made a value judgment on the material in question.

Complaint - an oral charge against the presence and/or appropriateness of the material in question.

Challenge - a formal written complaint filed with the Library Media Center questioning the presence and/or appropriateness of specific material.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS POLICY (continued)**

Rights of Parent(s) Guardian on use of Library Instructional Materials (continued)

Attack - a publicly worded statement questioning the value of the material, presented to the media and/or others outside the Library Media Center organization, in order to gain public support for further action.

Censorship - the removal of material from open access by any governing authority or its representative (boards of education/trustees, principals/Library Media Center Specialists, etc.).

Weeding and Discarding - worn or missing standard items will be replaced periodically. Out-of-date or no longer useful media are withdrawn from the collection

**BOARD OF EDUCATION,
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)**

Regardless of a student, employee, parent, or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle, or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent, or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district-sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent, or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

A. Definitions:

The following definitions shall apply:

1. Marijuana: all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of "Hemp Cannabidiol" as defined below). The term "marijuana" shall not include any federal Food and Drug Administration-approved cannabidiol medication.
2. Hemp Cannabidiol ("Hemp CBD"): a nonpsychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%).

**BOARD OF EDUCATION,
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) (continued)**

A. Definitions (continued):

3. Hemp: the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.

4. THC: tetrahydrocannabinol.

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of “marijuana,” “possession of marijuana,” “hemp” or “cannabidiol” will be interpreted in accordance with the circumstances and proper legal authority.

B. Nondiscrimination:

There will be no discrimination in the district because of an individual’s status as a medical marijuana license holder.

C. Hemp and Hemp Cannabidiol (Hemp CBD):

1. Regulation: Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

a. Hemp CBD Containing 0.0% THC:

(1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing 0.0% THC on the premises of the district. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0%

**BOARD OF EDUCATION,
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) (continued)**

(1) Employees and other Non-Student Individuals (continued):

THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self administer Hemp CBD in the presence of students.

- (2) Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the district's personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by a parent or legal guardian each semester. After the parent or legal guardian of the student has administered the Hemp CBD containing 0.0% THC to the student, the parent or legal guardian must remove the Hemp CBD from the district's premises.

b. Hemp CBD Containing 0.3% THC

- (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the district provided they meet one of the following:

(a) The employee or individual who is not a student is a medical marijuana license holder; or

(b) The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:

**BOARD OF EDUCATION,
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) (continued)**

(1) Employees and other Non-Student Individuals (b continued):

- i. Lennox-Gastaut Syndrome;
- ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
- iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
- iv. Spasticity due to multiple sclerosis or due to paraplegia;
- v. Intractable nausea and vomiting; or
- vi. Appetite stimulation with chronic wasting diseases.

Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician's certification. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: Students of the district may not possess and/or self-administer Hemp CBD containing THC in an amount no greater than 0.3%. However, the parent, legal guardian, or caregiver (as defined in 63 O.S. § 420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% on district premises in accordance with this policy if the student meets one of the following exceptions:

- (a) The student is a medical marijuana license holder; or
- (b) The parent, legal guardian or caregiver of the student has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:
 - i. Lennox-Gastaut Syndrome;
 - ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;

**BOARD OF EDUCATION,
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) (continued)**

(2) Students (b) (continued):

- iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
- iv. Spasticity due to multiple sclerosis or due to paraplegia;
- v. Intractable nausea and vomiting; or
- vi. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and that the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form.

The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% to the student in an area designated by the district's personnel. The parent, legal guardian, or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each semester. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD to the student, the parent, legal guardian, or caregiver must remove the Hemp CBD from the district's premises.

2. Administration by School Personnel and Storage: In no instance will a district Employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The district will not maintain or store a student's Hemp CBD for any length of time.
3. Violations: In the event that a student, employee, parent, or any individual is found to have violated the district's policy regarding Hemp CBD possession and/or self-administration, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract,

**BOARD OF EDUCATION,
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) (continued)**

3. Violations (continued):

district policy, student handbook provision, or any other authority applicable to adopted by the district.

D. Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp effect many areas of the district’s current policies regarding employees, students, parents, and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

E. Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See 18 U.S.C. § 922(g)(3); see also Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

F. Prescription Medications

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in district offices and may be administered by the school nurse or other designated district personnel in accordance with the district’s policy on the Administration of Medicine.

BOARD OF EDUCATION Meetings

All meetings of the Claremore Public Schools Board of Education are open to the public and will be conducted in accordance to Oklahoma Law as it applies to Boards of Education. Patrons are welcome to observe the Board proceedings.

Regular board meetings are scheduled annually and are normally held on the second Monday of each month. Any change of regular meeting dates has to comply with state statute.

Agendas for regular and special meetings are posted at the west entrance of the administration building and with the County Clerk, as required by state statute.

Individuals who have an item or issue that they would like the Board of Education to formally consider are to submit their request in writing addressed to the Office of the Superintendent of Claremore Public Schools.

BOARD OF EDUCATION

Member Elections

As required by law, members of the Board are elected at the annual school election held on the first Tuesday in May. One member of the five-member Board is elected each year.

If no candidate receives more than fifty percent of the votes cast in the election, an election between the two candidates with the highest number of votes shall be conducted on the third Tuesday in June of that year.

Candidates for member of the Board of Education shall file declarations of candidacy in the same place and with the same officials as candidates for county office. Candidates shall file on the second Monday in March through the following Wednesday.

The Board of Education shall notify, by resolution, the secretary of the county election board responsible for certifying its election of any regular or special election.

The resolution calling for an election or elections shall include, but not be limited to, the following information:

1. Date or dates of the election.
2. Identification of the office or offices to be filled, qualifications for candidates for office and the length of term of each.
3. Information describing election districts within the school district, if applicable.
4. Ballot titles of the question or questions to be voted upon.
5. Information describing the persons eligible to vote in the election.
6. All other information necessary for conducting the election or elections.

Resolutions calling for regular elections shall be delivered to the secretary of the county election board no fewer than fifteen days preceding the first day of the filing period. The resolution shall contain all questions to be voted upon at the election to be held on the first Tuesday in May.

Legal Reference: §804, 806, 809

School Laws of Oklahoma, 1988

BOARD OF EDUCATION

Member Powers and Duties

The powers and duties of the Board will be as conferred and prescribed by law. Complete and final authority on all matters pertaining to the district educational system, except as restricted by law, will be vested in the Board. It is further recognized that the Board may enter into contracts and agreements in conformity with state law.

Fundamental Responsibilities

A most important function of the Board is its legislative power over all educational matters of the district. Its resolutions have the effect of law in the operation of the school district property. In accordance with its established philosophy of education, its basic responsibilities are:

1. Legislative and policymaking. The Board is responsible for the development of policy as guides for administrative action and for employing a superintendent to implement its policies.
2. Appraisal. The Board is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The Board is responsible for adoption of a budget that will provide the resources--in terms of buildings, staff, materials, and equipment--that will enable the school system to carryout the Board's policies.
11. Public relations. The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The Board is responsible for establishing educational goals that will guide both the Board and the staff in working together toward the continuing improvement of the educational program. It is responsible for providing for the ongoing evaluation of the school program against the goals and objectives set forth by the Board and by the State Board of Education.

BOARD OF EDUCATION
Member Workshops

Newly-elected Board members must attend a two-day workshop to be held within the state conducted by the State Department of Education in cooperation with the Oklahoma State School Boards Association for study and instruction on the subjects of school finance, the Oklahoma School Code and related laws and ethics, duties and responsibilities of the district Board of Education members.

Board members who do not attend the two-day workshop must attend twenty hours of other state workshops conducted by the OSSBA within thirteen months.

BOARD OF EDUCATION
TESTING EMPLOYEES AND APPLICANTS
FOR EMPLOYMENT (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL
AND ILLEGAL CHEMICAL SUBSTANCES

The board, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, adopts the following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the board.
2. An employee who is under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property poses serious safety risks to students and other employees.
3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act ("Act"), ORLA. STAT. tit. 40 § 551 et seq., as amended. This policy will not infringe on those rights.
6. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on school property.
7. This policy will apply to all employees of the school district regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the school district's policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.
8. Violations of this policy will subject the employee to disciplinary action, including, but not limited to, termination.

Definitions

1. "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.
2. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the school district may test individuals for drugs and alcohol.
3. "Alcohol" means ethyl alcohol or ethanol.
4. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
5. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
6. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
7. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.
8. "Confirmation test" means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the initial test.

In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.

"Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group.

10. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
11. "Bus driver" means:
 - A. a school district employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
 - B. employees of independent contractors who are required to have a CDL;
 - C. owner-operators;
 - D. leased drivers; and
 - E. occasional drivers.
12. To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Act.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth

and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.
4. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.
5. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the school district's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the school district's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Act and (b) the testing

methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the school district will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

6. The school district may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.
7. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.
8. The records of all drug and alcohol test results and related information retained by the school district shall be the property of the school district unless:
 - A. the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party;
 - B. the information is required to comply with a valid judicial or administrative order; or
 - C. the school district's employees, agents or representative needs to access the records in the administration of the Act.

Employee Alcohol and Drug Use Test Requirements

The school district is authorized to conduct drug and alcohol testing in accordance with the Act. The school district has chosen to conduct drug or alcohol testing under the following circumstances:

1. *Applicant testing:* The school district will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.
2. *For-cause testing:* The school district will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
 - A. drugs or alcohol on or about the employee's person or in the employee's vicinity,
 - B. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
 - C. a report of drug or alcohol use while at work or on duty,
 - D. information that an employee has tampered with drug or alcohol testing at any time,
 - E. negative performance patterns, or
 - F. excessive or unexplained absenteeism or tardiness.
3. *Post-accident testing:* The school district may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment. The school district may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the reported injury or illness. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;
4. *Random testing:* As determined appropriate by the board of education, the school district may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the school district will require random testing only of employees who:

- A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
 - B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.
5. *Scheduled, periodic testing:* The school district will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee's return to duty from leave of absence, of employees who:
- A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
 - B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.
6. *Post-rehabilitation testing:* The school district may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Employee Use, Sale, Possession, Distribution, Purchase or
Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy, or who refuses to submit to an alcohol or drug test permitted under the Act will be subject to disciplinary action, including, but not limited to, termination.

Alcohol and Drug Use Tests of Applicants for Employment — When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

1. The superintendent;
2. Any employee designated for such purposes by the superintendent or board. Release of Information on written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
1. The school district shall not release such records to any person other than the applicant, employee or the school district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the school district to release such records in order to comply with a valid judicial or administrative order.
2. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.
3. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
4. This policy does not preclude the school district, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

Notice of Policy

This policy shall be given broad circulation to all employees of the school district which shall include prominent posting in the school district. Each employee shall be given a copy of this policy and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area. The
Standards for Workplace Drug and Alcohol Testing Act

This policy is subject to and supplemented by the Act. To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the board of education of the school district and its employees consistent with the Act.

BOARD OF EDUCATION

Nepotism

The Board will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece or nephew of any member of the Board.

NATIVE AMERICAN INDIAN POLICIES AND PROCEDURES (NAIPPs) CLAREMORE SCHOOL DISTRICT

It is the intent of the Claremore School District that all Native American Indian children of school age have equal access to all programs, services, and activities offered in the school district.

It is the intent of the Claremore School District to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly Public Law 81-874), and to that end, the Governing Board has adopted as policy these Native American Indian Policies and Procedures (NAIPPs). The NAIPPs by intent and by Board action supersede all previous Board action and are intended to bind the Governing Board, administration and staff of the Claremore School District.

POLICIES AND PROCEDURES:

1. POLICY

Tribal officials and parents of Native American Indian children shall be provided an opportunity to comment on the participation of Native American Indian children on an equal basis in all programs and activities offered by the Claremore School District. (34CFR222.94a1)

PROCEDURES

1.1. The Claremore School District Superintendent/Principal and the Claremore JOM/Title VI Native American Indian Parent Education Committee will meet at least two times annually with Tribal officials, parents of Native American Indian children, and/or staff. The purpose of these meetings shall be to inform and to address comments and concerns regarding Native American Indian children's equal participation in the educational programs of the District.

Generally, at least the following meetings will occur annually:

1. Claremore JOM/Title VI Native American Indian Parent Education Committee general membership meeting in September or October.
2. Board of Education public hearing on the Title VIII (Impact Aid) Native American Indian Policies and Procedures.
3. Board of Education public hearing on the new or continuing Title VI program.
4. Other meetings may be organized by the JOM/Title VI Native American Indian Parent Education Committee and/or requested by Tribal officials and/or parents of Native American Indian children.

**NATIVE AMERICAN INDIAN POLICIES AND PROCEDURES (NAIPPs)
CLAREMORE SCHOOL DISTRICT - Continued**

2. POLICY

The Claremore School District will annually assess the extent to which Native American Indian students are participating on an equal basis in the educational programs and activities of the District. (34CFR222.94a2)

PROCEDURES

2.1 The Superintendent/Principal, in conjunction with the JOM/Title VI Native American Indian Parent education Committee will review school data and comments with the Tribal officials, Native American Indian Parent Education Committee, Native American Indian community, and staff regarding assessment and extent of Indian students' participation and progress in the educational programs and services of the District.

3. POLICY

The Claremore School District shall seek input from the JOM/Title VI Native American Indian Parent Education Committee when necessary in order to modify educational programs and services when progress is not being made, or there appears to be a lack of equal participation for Native American Indian students. (34CFR222.94a3)

PROCEDURES

3.1 When assessment data indicate Native American Indian students do not participate on an equal basis with non-Indian students, or make appropriate progress, the JOM/Title VI Native American Indian Parent Education Committee will be asked to recommend a plan or suggestions to modify the educational programs or services in order to attain equal participation or appropriate progress. Recommendations will be presented to the Claremore School District Board of Directors for action.

4. POLICY

The following materials will annually be disseminated to Tribal officials and/or Native American Indian parents:

NATIVE AMERICAN INDIAN POLICIES AND PROCEDURES (NAIPPs) CLAREMORE SCHOOL DISTRICT - Continued

Title VIII Application, evaluation of programs assisted with Title VIII funds, program plans and information related to the education programs of the Claremore School District, assessment data for the districts' student.

Adequate time and opportunity will be provided Tribal officials and/or the JOM/Title VI Native American Indian Parent Education Committee and Indian parents to present views and comments regarding the disseminated documents. (34CFR222.94a4)

PROCEDURES

- 4.1 The complete Title VIII application will be sent to Tribal officials. A summary will be prepared for all Native American Indian parents in conjunction with the Title VIII public hearing. Review of new or continuing programs is an on-going process of the Board of Directors of the Claremore School District. Agendas will be available upon request of the Superintendent and an annual report will be provided each September.
- 4.2 Board meeting will be held for the discussion of the disseminated material as part of a regular Board agenda. Such meeting will be public and the public will be provided with a schedule of monthly Board meetings. The public will be notified by posting at the District, Rogers County Clerk's Office and the District web site.

5. POLICY

The District shall solicit information from Tribal officials and Native American Indian parents on Indian views, including those regarding the frequency, location, and time of meetings. (34CFR222.94a5)

PROCEDURES

- 5.1 At the Board meeting described in Procedure 4.2 above, members of the Native American Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations, and frequency of pertinent meetings.

6. POLICY

The District shall notify Tribal officials and Native American Indian parents of the locations and times of meetings.

NATIVE AMERICAN INDIAN POLICIES AND PROCEDURES (NAIPPs)
CLAREMORE SCHOOL DISTRICT - Continued

PROCEDURES

6.1 Tribal officials, Native American Indian parents, and/or the JOM/Title VI Native American Indian Parent Education Committee will be notified of the location and times of all School Board meeting Notices will be posted at the District, Rogers County Clerk's Office and on the District web site at www.claremore.k12.ok.us.

7. POLICY

The District shall consult and involve the JOM/Title VI Native American Indian Parent Education Committee and interested Tribal officials and Native American Indian parents in the planning and development of educational programs assisted with Title VIII funds. (34CFR222.94a7)

PROCEDURES

7.1 The Title VIII application will be made available for review by the JOM/Title VI Native American Indian Parent Education Committee and other interested members of the Native American Indian community prior to the public Board meeting. A Board meeting to discuss equal participation of Native American Indian students will generally be held in September. Additionally, a discussion will be open for the subject of equal participation for Native American Indian students. All interested parties will be allowed to review public assessment data to develop or modify educational programs or services to allow participation of Native American Indian students on an equal basis. These findings and recommendations will be presented to the Board. Also, members of the Native American Indian community and JOM/Title VI Native American Indian Parent Education Committee will be notified of modifications to programs or services as stipulated in Procedure 4.1.

8. POLICY

The District shall provide specific procedures for assessing the effectiveness of Native American Indian community input regarding the participation of Native American Indian children in the District's education programs and activities and the development and implementation of the NAIPPs, and for modifying the District's NAIPPs based on this input.

**NATIVE AMERICAN INDIAN POLICIES AND PROCEDURES
(NAIPPs) CLAREMORE SCHOOL DISTRICT - Continued**

PROCEDURES

- 8.1 The JOM/Title VI Native American Indian Parent Education Committee and District staff will review parent and student input and surveys prior to the preparation of the Title VI program grant. Information regarding this input will be discussed at the public hearing for the new Title VI grant and/or at the public hearing regarding Title VIII:

APPROVED BY: <u>Ronald Estenid</u>	<u>OZ 210- IS</u>
Tribal Official	Dated
<u>Cecily Sullivan</u>	<u>270-111</u>
JOM/Title VI Parent Education Committee Chair	Dated
<u>Donna Franje</u>	<u>2/14/18</u>
Superintendent, Claremore S.D.	Dated
<u>Patrick Holcher</u>	<u>2/12/18</u>
Board President, Claremore S.D.	Dated

BOARD OF EDUCATION

Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of American and other designated your groups.

Claremore Public Schools will take all necessary steps to ensure that each school and workplace in the District is free from unlawful discrimination or harassment.

The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns:

For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin Superintendent or designee should be contacted at 918-923-4200 at 102 W. 10th Street, Claremore, Oklahoma 74017.

For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Director of Special Education should be contacted at 918-92301601 or at 102 W. 10th Street, Claremore, Oklahoma 74017.

For all student issues related to Title IV, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Athletic Director should be contacted at 918-92304211 or at 201 E. Stuart Roosa, Claremore, Oklahoma 74017.

For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, Director of Special Education should be contacted at 918-923-1600 or at 102 W. 10th Street, Claremore, Oklahoma 74017.

For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, Superintendent or Designee should be contacted at 918-923-4200 or at 102 W. 10th Street, Claremore, Oklahoma 74017.

Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is included below:

Office of Civil Rights, U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
TTY: (877) 521-2172
Facsimile: (816) 823-1404
Email: OCR.KansasCity@ed.gov

BOARD OF EDUCATION

Non-Fraternization

The Board of Education expects employees to adhere at all times to recognized standards of professional and ethical behavior. Teachers, administrators and support employees are each, in their own way, role models for students and must exemplify ethical behavior for students of all ages. In addition, employees must not engage in conduct which detracts in any way from a safe learning environment, endangers students, victimizes them, or takes advantage of them in any way.

Inappropriate employee/student relationships will not be tolerated. A relationship between an employee and a student of any age resulting in possible exploitation of the student, may be deemed inappropriate, and will not be tolerated.

Employees shall not under any circumstances establish or seek to establish an inappropriate relationship with any student currently enrolled in the District without regard to the student's age. Employees should be aware of gestures and physical conduct, which even if innocent, may be misinterpreted by students or others. Employees must avoid any conduct that might be characterized as evidencing an improper and unprofessional personal involvement with a student; this includes, but is not limited to, flirting, and text messaging, etc.

State Standards of Performance and Conduct for Teachers provide that staff and faculty shall not intentionally expose a student to embarrassment or disparagement. The Board of Education finds that an inappropriate employee relationship, or the attempt to establish such a relationship, with a student violates this standard.

The Board of Education prohibits sexual harassment of students in connection with their enrollment in the District and will not tolerate sexual harassment activity by or against any student by any employee. Conduct of a sexual nature may include verbal or physical advances, including subtle pressure for sexual activities; touching, pinching, patting, or brushing against, comments regarding physical or personal characteristics of a sexual nature and sexually-oriented kidding, teasing, and jokes. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when allegedly harassed student has indicated it is unwelcomed.

Sexual harassment is but one example of inappropriate fraternization with students. Any sexual conduct by an employee toward a student, whether welcomed by the student or not, will be considered inappropriate under this policy without regard to whether the student intended to consent.

Employees are also required to avoid non-sexual inappropriate relationships with students without regard to the student's age.

Violation of this policy will result in severe disciplinary action, including dismissal or nonreemployment and reporting of the conduct to law enforcement.

NAMING OF SCHOOL FACILITIES

The Claremore Board of Education shall maintain consistent procedures in the naming of a new school facility or the renaming of an existing facility. A new facility will be named after the site has been selected and plans for construction have been approved by the Board of Education.

The Board of Education has set the following criteria for the naming/renaming of school facilities.

1. Generally, facilities will be named geographically, historically, or by function.
2. On occasion, the Board of Education may choose to name a facility to honor a person who has rendered outstanding service to the Claremore Public School District, the community, the state, or the country. Generally, these would be individuals who are no longer living. Consideration would be given to those who have been deceased for at least two years.
3. On occasion, rooms within school facilities may be named after individuals who have contributed significantly to the school district or community.
4. A facility currently owned by the school district may be considered for naming or renaming if :
 - a. the facility does not have a name or
 - b. the facility will be housing a different student population or
 - c. the function it serves changes or
 - d. special circumstances as determined by the Board of Education

BOARD OF EDUCATION
OPEN RECORDS ACT
PUBLIC'S RIGHT TO KNOW

The Board of Education realizes its responsibility to assure community accessibility to "public records" under the Oklahoma Open Records Act (the "Act"). The public has a right to be fully informed concerning the District's operations. Informed citizens are vital to the successful functioning of the democratic process that the Board desires to exemplify to students attending school in this District. However, the board also has an obligation to safeguard staff, students and parents from invasion of personal privacy.

Records

All official records (as the term "records" is defined in the Act) will be open at all reasonable times during regular business hours for inspection, copying and/or mechanical reproduction, except for the following:

- Records designated as confidential records under the Act.
- Records designated as confidential records under other Oklahoma state law provisions.
- Records designated as confidential records under federal law, rules and regulations.

A request for inspection/copying of official public records may be denied only if the record:

- Is not an official public record.
- Is a confidential record.
- Contains both confidential and non-confidential material and is not feasible to redact the confidential material.

**BOARD OF EDUCATION
OPEN RECORDS ACT
PUBLIC'S RIGHT TO KNOW continued**

Procedure

Official public records may not be removed from District premises for any reason and may be removed from the office where they are located only by District personnel for copying at another location in the same building.

Under the Act, the District has a right to establish reasonable procedures to protect the integrity and organization of its records and to prevent excessive disruption of its essential functions. The normal turn around for a request of records is 30 days.

If an official public record contains both confidential and non-confidential materials, the District will make a reasonable effort to redact the confidential material. Access to the record may be denied if it is not reasonably possible to prepare for copying the confidential material.

Fees

A reasonable fee may be charged for the direct cost of document copying and/or mechanical reproduction to include the time of District personnel making the copies. The District will have the right to require payment of the copying fee or a reasonable deposit in advance of making the copies.

If it is necessary to search the District's records in order to locate the records requested, a reasonable fee to recover the direct cost of the document search may be charged if the request is solely for commercial purposes or clearly would cause excessive disruption of the District Office's essential functions. No search fee will be charged in any instance in which the release of the official public record is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those persons entrusted with the affairs of the District are honestly, faithfully and competently performing their duties as public servants.

A schedule of fees as authorized will be posted at the Administration Offices of the District, located at 310 North Weenonah, Claremore, Oklahoma and with the Rogers County Clerk.

Legal Reference: Title 51 O.S., 24A, 1-18

**BOARD OF EDUCATION
OPEN RECORDS ACT
PUBLIC'S RIGHT TO KNOW** continued

Fee Schedule

Upon request for copies of public school records, an estimate of the charges that might reasonably accrue will be calculated and provided to the person requesting the information.

If after being advised of the cost, the person making the request desires the copies, someone will be assigned to copy the records.

Fees for copies are based on the following schedule:

- Fifteen cents (\$.15) per 8-1/2" x 11" page of straight copy.
- Twenty-five cents (\$.25) per 8-1/2" x 11" page (double-sided copy).
- Twenty-five cents (\$.25) per page for copies enlarged or reduced from a document.
- Bound and printed documents will be charged per printing cost.

If the request is solely for a commercial purpose or clearly would cause excessive disruption of the School District Office's essential functions (20 days or less), an additional charge of \$9.00 for clerical staff time and \$20.00 per hour for professional staff search will be charged. Under most circumstances, no search fee will be charged when release of the documents is in the public interest, including, but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether School District officers and employees are honestly, faithfully, and competently performing their duties as public servants.

The foregoing exemption from a search fee does not apply when the request is or will cause excessive disruption to the School District's essential functions.

The final cost may be more or less than the estimate. If the person making the request for copies aborts the copying request or if the actual time or number of copies produced is less than the estimate, the charge will be decreased accordingly. A cost deposit may be required for search fee or copying fees prior to processing the request.

If the person making the original request asks for other material that requires additional time or copies, the actual cost will be increased accordingly. The final cost must be paid in full before the copies are released.

**BOARD OF EDUCATION
Policy Book Update**

In an effort to maintain up-to-date written policies so that they may be used consistently as a basis for Board action and administrative decision, it shall be the policy of the Board to review its policies on a continuing basis.

The superintendent is responsible for calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

Principals are responsible for providing the superintendent or designee with yearly student handbooks or folders for purposes of administrative updating and Board review.

Accessibility of the policies and regulations of the district will extend at least to students, to all employees of the school district, to members of the Board and to persons in the community.

All employees are expected to know and observe the school policies and regulations contained in this manual. Each school will be furnished a copy of the school division policy manual. The superintendent will arrange for school employees to be informed of new policies and revision of existing policies.

BOARD OF EDUCATION
Privacy at School

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws, (b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas to include buses during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

BOARD OF EDUCATION**Public Participation at Board Meetings, Agenda Item**

Regular, special, and emergency meetings of the Board of Education are open to the public. The Board of Education, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of each meeting will record the action taken at each meeting, and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with state law.

Audience with Board, Agenda Item

In accord with state law, unless an item has been posted as an official agenda item, discussion and action may be considered inappropriate.

In order that the Board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific Board meeting should direct requests to the Superintendent of Schools or the President of the Board.

Requests for an item to be placed on the agenda will be submitted in writing no later than 4:00 p.m. on the third working day prior to a scheduled meeting of the Board. That request will state the name of the individual or group submitting the request, the address, the purpose of the request, and the topic to be addressed. A form for the purpose of requesting an item on the agenda will be provided by the school district.

The Superintendent will confer with the President of the Board concerning approval to place the requested item on the agenda, and to determine the appropriate meeting for such discussion. The requesting party will be advised of the meeting at which the item will be a part of the agenda.

Presenters may be scheduled by the Superintendent of Schools to address subjects which are already included on the agenda.

Citizens desiring to address subjects which are included on the agenda of a meeting of the Board of Education will advise the Superintendent of Schools or the President of the Board prior to the scheduled starting time of the meeting. The request will be made in writing on a form provided by the school district and will include the name of the speaker, the address, telephone number, name of organization represented (if any), the specific agenda item to be addressed, and whether speaking in support or in opposition to the proposal.

BOARD OF EDUCATION**Public Participation at Board Meetings, Agenda Item, continued**

A single spokesperson will be selected by groups or organizations to address the Board on an agenda item.

Speakers will be introduced by the President of the Board at the appropriate time during the agenda and invited to make comments on the agenda topic. Speakers may offer objective comments to school operations and programs that concern them. The Board will not permit in public session any expression of personal complaints about school personnel nor against any person connected with the school system. Persons with personal complaints of personnel will contact the Superintendent to discuss concerns for consideration and disposition.

Initial presentations by speakers are limited to five minutes, although the Board of Education may wish to extend the time through question/answer time, or through discussion.

Individuals or groups desiring additional information about an item on the agenda should direct such inquiries to the Office of the Superintendent. Appropriate response will be initiated by the Superintendent, or the Superintendent's designee.

Persons making presentations at the Board meeting will address remarks to the President of the Board, and may direct questions or comments to Board members or other officers of the school system only upon approval of the President. Members of the Board and the Superintendent may have the privilege of asking questions of any person who addresses the Board.

The intent of this policy is to allow a fair and adequate opportunity to be heard, to allow the Superintendent to take action when policies have been established by the Board on the subject of the request, to provide adequate time for the Board to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Board.

BOARD OF EDUCATION**Public Participation at Board Meetings, Audience Item**

Regular, special, and emergency meetings of the Board of Education are open to the public. The Board of Education, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of each meeting will record the action taken at each meeting, and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with state law.

Audience with Board, Not An Agenda Item

Individuals or organizations desiring to make requests, presentations or proposals to the Board will be provided that opportunity when the President of the Board asks if anyone desires a audience with the Board.

The Board will not permit in public session any expression of personal complaints about school personnel nor against any person connected with the school system. Persons with personal complaints of personnel will contact the Superintendent to discuss concerns for consideration and disposition.

BOARD OF EDUCATION

Professional Conduct by Staff

The Board of Education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive, or appropriate learning environment.

The Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them — as they affect the employee's job and commitments to students and others.

The OSDE *Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires Claremore teachers to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

Specific Responsibilities

Essential to the success of ongoing district operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of Claremore administration in regard to students.
2. Concern and attention toward their own and the district's legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members, or school district patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of school district property.

Staff - Student Relationships

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal

BOARD OF EDUCATION

Professional Conduct by Staff - continued

gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other district official.

Exploitation of a Student

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, instructors, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the Superintendent or Superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators, and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

The district has adopted policies relating to employee and student use of wireless telecommunication devices and social networking sites. Employees shall adhere to these provisions listed in "Wireless Telecommunication Devices (Employees)" and "Wireless Telecommunication Devices (Students)" when performing work-related functions in school or at school-related activities and when communicating with students.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, national origin, sexual orientation, or handicapping conditions. Likewise, faculty members are to refrain from making targeted political comment(s) towards a student or group of students. Racial, ethnic, or sexual

BOARD OF EDUCATION
Professional Conduct by Staff - continued

slurs in the presence of students or during work- or work-related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates, or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of school property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business, and purchasing practices.

Every employee of the district has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

Adopted this 12th day of December 2011.

BOARD OF EDUCATION

Privately Sponsored Signage on School Property

The primary responsibility of the Claremore Public Schools (“District”) is to provide its students with the best education possible under the circumstances. Maintaining and preserving the District’s physical plant and facilities are critically important to accomplishing the District’s primary responsibility and protecting our citizens’ investment.

The Board of Education is aware that many constructive educational activities take place outside the classroom, and that encouragement of the commendable efforts of parents and citizens who work with our youth is desirable.

The Board of Education is interested in accommodating signage, which promotes the efforts of the District, our schools, teams and students, **provided**, it meets the specific guidelines set out in this policy.

Guidelines and Criteria:

1. Pursuant to this Policy, the District may permit the placement of signs on school property or within school facilities by educational, literary, cultural, scientific, civic, or recreational community organizations (hereinafter “Organization”), provide that:
 - a. The intended use of the sign meets the requirements and criteria established by this policy;
 - b. The annual fee established pursuant to this policy is paid by the organization when required. The fee shall be established by the Superintendent, subject to review and modification by the Board of Education.
 - c. The sign promotes a school team, organization, or group of students.
 - d. The sign is inspected and approved prior to installation by the Superintendent or the Superintendent’s designee.
2. This policy specifically prohibits advertising of tobacco, alcohol, and adult-oriented businesses. This policy also prohibits advertising that includes religious and political messaging.
3. Signage which contains personal messaging rather than team or group will not be accepted.
4. Any one desiring to place a sign on a school facility or at any activity venue must submit a written proposal to the Superintendent or the Superintendent’s designee.
5. The size and location of the sign shall be determined by the Superintendent or the Superintendent’s designee. Both size and location of the sign will be a factor in determining its appropriateness based upon the specific venue for which the sign is to be used.
6. The decision of the Superintendent shall be final.

BOARD OF EDUCATION

Qualifications of Superintendent

Qualifications: Successful experience in teaching and school administration;
A master's degree or higher;
A valid superintendent's state certificate; and
Such other qualifications as the Board of Education may deem appropriate.

Reports To: Board of Education

Supervises: Directly or indirectly every school district employee

Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services.

Performance Responsibilities:

- To attend and participate at all meetings of the Board and its committees except when excused by the Board or when his/her own salary or re-appointment is being considered.
- To keep the Board informed on all school matters.
- To prepare the Board agenda for all regular and special meetings.
- To prepare or cause to be prepared facts and explanations necessary to assist the Board in making its decisions.
- To provide for regular review and to advise the Board on the needs for new and/or revised policies and to see that all policies of the Board are implemented.
- To report and interpret the Board policies and administrative procedures to staff, committees, and the public.
- To appoint employee committees that may be required for the establishment and execution of educational policies and practices.
- In any matter not covered by Board policy, to act at his/her own discretion, if action is necessary, and to report such action to the Board as soon as practicable.
- To administer, as chief executive, the development, coordination, and maintenance of a positive education program designed to meet the needs of the students and community.

BOARD OF EDUCATION

Qualifications of Superintendent, continued

- To represent the schools before the public and to maintain, through cooperative leadership both within and without the schools, such a program of public relations and publicity as may keep the public informed as to the activities, needs, and successes of the schools.
- To receive communications from the public concerning school affairs.
- To transmit appropriate and pertinent communications from the Board of Education to employees and from employees to the Board.
- To recommend to the Board the number and types of positions required to provide proper personnel for operation of the educational program.
- To recommend to the Board the appointment or employment of all employees of the district and to assign, transfer, and recommend for dismissal any and all employees of the district.
- To make such temporary assignments and transfers of employees, pending Board action, as necessary in his/her professional judgment to secure the highest efficiency of the entire staff.
- To appraise the quality of teaching by the instructional staff with the view to increasing its effectiveness.
- To supervise the preparation of the annual budget, recommend it to the Board for approval, and administer the adopted budget.
- To consult with staff on any school or educational program.
- To consult with community groups about school-associated activities.
- To supervise the effective implementation of all state and federal laws, state and federal regulations, and Board directives.
- To represent the school district at national, state, regional, and local conferences.
- To perform such other tasks as may be assigned by the Board of Education.

BOARD OF EDUCATION
Recognition of Accomplishment

The Board of Education appreciates the diligent effort made by its members, staff, student body, and volunteers in achieving the school district's goals and objectives. The Board will from time to time recognize their outstanding service or accomplishments on behalf of the school district. One form of recognition will be the adoption of a resolution citing such service accomplishment. Other recognitions may include letters of commendation, certificates, or plaques from the Board. The Board may invite individuals or groups that have made important school-related contributions or achievements to the Board meeting at which they will be commended.

BOARD OF EDUCATION

Sexual Harassment

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Claremore 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.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

- a) 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; or sexually-oriented "kidding," "teasing," double meanings, and jokes.
- b) 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.
- c) 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.

2. 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:

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

Specific Prohibitions

1. Administrators and Supervisors

- a) It is a 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

BOARD OF EDUCATION
Sexual Harassment (continued)

submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

- b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-supervisory Employees

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.

Report, Investigation, and Sanctions

1. 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.
 - a) 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, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.
 - b) 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.
 - c) Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. 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.

BOARD OF EDUCATION
Sexual Harassment (continued)

3. 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.

Reference: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.

BOARD OF EDUCATION

Use of Internet and Social Networks and Other Forms of Communication

General Guidelines

Consult district's policy on internet safety and appropriate use, as well as the employee manual and/or parent and student handbook. Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.

Use good judgment. Think about the type of image you want to convey on behalf of the district when you are posting to social networks and social media sites. Remember that what you post will be viewed and permanently archived. Social media websites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied, and archival systems save information even if a post is deleted.

Remember professional communications are available to school administrators. The district considers an employee's use of any electronic media for the purpose of communicating with a student or a parent to be an extension of the employee's workplace responsibilities. Accordingly, the board expects school personnel to use professional judgment and appropriate decorum when using any social media in this fashion. School district administrators may require an employee to provide access to any websites used by him or her for communication with students or parents and to produce copies of any electronic communication with students or parents, including text messages, web page posts, etc. This policy does not authorize an administrator to inspect an employee's personal equipment without the employee's express consent.

Social Networking Websites

Many social networking websites are not accessible on the district's network because they have been blocked. If school personnel, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the IT Director for review, identifying the online tools to be used and the instructional purpose in using them.

While on school property, neither school personnel nor students may use an outside, proprietary network to access websites that are blocked on the district's network.

Personnel shall abide by the following requirements regarding use of social networking websites, even when done in their personal time, using personal property.

1. Fraternalization with students using social networking websites on the internet:
 - a. School personnel may not list students as "friends" on networking sites; (exceptions may be made by administration for related parties).

BOARD OF EDUCATION**Use of Internet and Social Networks and
Other Forms of Communication - continued**

- b. All e-contact by sponsors with student organization members shall be sent to all team members;
 - c. Inappropriate contact with students or parents via e-mail, phone, or other devices is prohibited.
2. Employees may not post items on social networking websites with sexual content if they are identifying themselves as an employee of the district;
3. Employees may not post items exhibiting or advocating use of drugs or alcohol if they are identifying themselves as an employee of the district;
4. Employees may not post pictures, video, or audio of students unless the student's parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student's building administrator with written permission to do so.

Note that when using a school district e-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication.

Copyright and Fair Use Guidelines

District personnel and students must respect copyright and fair use guidelines when posting material on social network sites, even those websites used and accessed for educational and classroom purposes. See www.copyright.gov/t1s/fl102.html.

Hyperlinking to outside sources is recommended. Do not plagiarize. Give credit, where credit is due, to the sources of material. When hyperlinking to other sites and media, be sure that the hyperlinked content is appropriate and consistent with these guidelines. Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer's permission, even if they are photos purchased from the photographer.

Text and Instant Messaging

District personnel shall not text or instant message any student individually. All text and instant messages to students shall be sent to the school, class, team, club or organization. Staff shall not send messages that are personal in nature and not related to the business of the school or that contain confidential information to persons not authorized to receive that information.

Use of Social Media

BOARD OF EDUCATION
Use of Internet and Social Networks and
Other Forms of Communication - continued

The Superintendent shall designate those staff persons who have management or administrator access to the district's social media, including, but not limited to the ability to remove content from the school's social media if determined to be inappropriate. Only content that is allowable on the school's website is allowable on the school's social media pages unless otherwise authorized by the Superintendent.

Penalties

Both district personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using social media.

Adopted this 12th day of December, 2011.

BOARD OF EDUCATION

Student Records, Policies and Procedures

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 Claremore 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 Claremore School District believes that the district is violating the FERPA, that person has a right to file a complaint with the U. S. Department of Education. 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 telephone number is (202)732-2058.

For assistance in exercising the right to file a complaint, contact Assistant Superintendent, 310 North Weenonah, Claremore, OK 74017, or phone 341-2215.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the Claremore School District will publish in the Claremore Progress a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also make available to each student a notice listing these rights. The notice will be included with a packet or handbook of material provided parents or an eligible student when the student enrolls during the school year or will be sent home with the student as a single notice.

The notice will include the following:

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 Claremore School District to limit the disclosure of information contained in a student's education records except: (1) by prior written consent of the student's parent or the eligible student; (2) as basic identifying information, or; (3) under certain limited circumstances, as permitted by the FERPA.

BOARD OF EDUCATION
Student Records, Policies and Procedures,
continued **Annual Notification**, continued

3. The right of a student's parents 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 U. S. Department of Education, if the Claremore 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.

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents of students or eligible students may inspect and review the student's education records upon request.

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 make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

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.

REFUSAL TO PROVIDE COPIES

The Claremore School District will not provide a parent a copy of the student's education record unless the parent lives a considerable distance from the school or is otherwise unable to come to the school to personally inspect the records.

The district will not provide a parent a copy of standardized test questions.

BOARD OF EDUCATION**Student Records, Policies and Procedures, continued****FEES FOR COPIES OF RECORDS**

The fee charged to parents for copies will be from no cost to 10 cents per page (actual copying cost less hardship factor). The district will not charge for search and retrieval of records. Postage may be charged. Costs to non-education third parties may also include search and retrieval cost. Written parent consent is required.

DISCLOSURE OF EDUCATION RECORDS

The Claremore School District will disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - a. A person employed by the district as an administrator, supervisor, instructor, or support staff member.
 - b. A person elected to the School Board.
 - c. A person employed by or under contract to the district to perform a special task, such as the school district's attorney or auditor.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
2. To officials of other school in which a student seeks or intends to enroll.
 3. To certain Federal, State or local officials for specifically stated purposes.
 4. In connection with a student's request for or receipt of financial aid.

BOARD OF EDUCATION**Student Records, Policies and Procedures, continued
Disclosure of Education Records, continued**

5. If required by a State law adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the district.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

RECORD OF REQUESTS FOR DISCLOSURE

The Claremore School District will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy rights of parents and children by providing that personally identifiable information from student educational records will not be released to non-employees of a school district except as Directory Information.

Directory Information includes student's name, names of the student's parents, address, telephone listing, date and place of birth, major field of study, class designation, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student.

This school district believes that parents and students have a reasonable expectation that the above information will be used only for educational purposes and not for commercial or other purposes not connected with the educational system.

BOARD OF EDUCATION**Student Records, Policies and Procedures, continued****Directory Information, continued**

Therefore, it is the policy of this school district, pursuant to the exercise of its lawful rights under FERPA, that it will not designate the above information as "Directory Information" under FERPA.

It has been the practice of the school district to use student names in yearbooks, student honor rolls, athletic programs and similar school publications. It has also been the practice of this school district to provide student names and addresses to institutions of post-secondary education who desire to notify students of educational scholarship opportunities and to the armed services for recruitment purposes. The district believes that it has a legal right to continue these traditional practices without designating the data as "Directory Information". The school district will notify parents that it will continue to disclose student information for these purposes and other similar educational purposes unless parents object to the use of the student information in this manner.

CORRECTION OF EDUCATION RECORDS

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or eligible students must ask the district to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's rights.
2. The district may comply with the request or may decide not to comply. If it decides not to comply, it will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the district will arrange for a hearing and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. Parents or students may be assisted by other individuals, including an attorney.

BOARD OF EDUCATION**Student Records, Policies and Procedures,
continued Directory Information, continued**

5. The district will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If the district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the district discloses the contested portion of the record, it will also disclose the statement.
8. If the district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

BOARD OF EDUCATION
Superintendent's Residence

Prior to employment, the person to be offered employment as Superintendent of Schools shall commit to reside within the boundaries of the Claremore Public Schools and further shall maintain such residence throughout their employment as Superintendent of Schools with the Claremore Public Schools. Provided, that the Board of Education may allow a newly-employed or assigned Superintendent a period of time, not to exceed one (1) year, within which to establish his/her residence within the Claremore Public Schools.

The residency obligation shall be included in the contract of employment between the Claremore Public Schools and any Superintendent employed by the District.

FISCAL MANAGEMENT

Acquisition of Services

The acquisition of services, equipment and supplies must be directed toward procurement in the most efficient, economical manner available.

Written Records of Bids

The Superintendent's designee shall keep a written record documenting all bids and quotations requested and received for supplies and equipment.

Verbal quotations will be followed up with written documentation, consisting of a formal bid sheet listing company or supplier name, date, item(s) bid, dollar amount bid, contact person, quantity bid.

Widest Market

School supplies and equipment will be purchased on the widest market as necessary to receive the lowest and best price for the product. Purchases of supplies, materials and equipment shall be based, when possible, on at least three competitive quotations or prices.

All open market orders will normally be awarded to the lowest, responsible, qualified supplier. Consideration shall also be given to comparative quality of goods and/or services.

Expenditures for items of supplies, equipment or furniture which are peculiar to a single bid that could not be served by other vendors need not be competitively bid.

Purchases made from vendors holding the "State Contract" will be deemed to have been made in conformance with the requirements for quotes or bids.

Public Competitive Bidding Act of 1974

A contract for expenditure for construction under contract when the expenditure exceeds twenty-five thousand five hundred dollars (\$25,500.00) in amount will follow closely the detailed provisions of the Competitive Public Bidding Act of 1974.

ACTIVITY FUNDS

Activity Fund revenue collected at each school site shall follow this procedure:

1. Monies collected are turned to the school secretary who shall provide the depositor with a receipt.
2. Sponsors must requisition all funds through the principal or athletic director and according to school policy.
3. Invoices or tickets must be attached to requisitions before bills will be paid.
4. The Board of Education will receive a monthly report of the status of the activity fund.
5. All revenue shall be deposited with the bank on the day it is collected.
6. Students shall be given a receipt for all monies paid into the school activity fund of \$20.00 or more. Under \$20.00, students' names, amounts paid, and methods of payment will be noted. Including, but not limited to:
 - Student Store Sales
 - T-Shirt Sales
 - Elementary Book Fairs
 - Candy/Coke Food Sales
7. The Board shall require an audit to be made at the end of each fiscal year of activity funds of the Claremore Public Schools.
8. Transfer of monies from one fund to another can be done after permission is granted by the Board.
9. Activity account monies can be spent only for the purposes for which the account was established.
10. The Board of Education must approve all sub-accounts, fundraising activities, and purposes for expenditures of the activity fund in the policies and procedures manual annually. (Cross Reference: Fund Raising Projects)

FISCAL MANAGEMENT**Audits**

In accordance with state statutes, all school system financial records will be audited following the close of each fiscal year. A report from the auditing firm will be given at the October Board Meeting each year.

The Board will appoint an independent auditor to conduct this audit, which must show all moneys collected, disbursed, and retained together with receipts verifying money collected and vouchers for money disbursed.

The independent auditor also will audit the accounts of other agencies of the school system for report to the Board.

In addition to the above, the duties of the Board appointed auditor are to:

examine the balance sheet of the school system as of the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

conduct this examination in accordance with generally accepted auditing standards, State Department of Education regulations, and state and federal regulations and to include such tests of the accounting records and other auditing procedures as are necessary in the circumstances;

render an opinion on the financial statements prepared at the close of the fiscal year;

— prepare such financial statements for publication as may be required by law;

make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable;

perform an audit exit conference prior to the October Board date (the second Monday of the month); and

perform such other related services as may be requested by the Board.

FISCAL MANAGEMENT

Bidding Requirements

Purchases will be handled as follows except in case of an emergency when delay of a purchase could adversely affect the health, welfare, or safety of students, district employees, the general public, or place an excessive financial burden on the district.

Telephone Bid

School buyer will seek two (2) bids by telephone for purpose of supplies, equipment. A buyer may elect to seek a price from a single vendor and place the order if deemed appropriate.

— Informal Bid

Using the informal bid proposal, a school buyer may seek written quotations, evaluate the quotations, and award the bid. A buyer may use telephone bids if deemed necessary.

— Formal Bid - \$25,000 and above

Written, sealed bids are required from two (2) or more firms for purpose of erecting any public building or making any improvements. These bids will be opened and tabulated publicly at the time specified in the bid request. All formal bids require the approval of the Superintendent prior to award to the lowest responsible bidder. Where the Competitive Bidding Act is required, all legal procedures will be adhered to.

Textbooks

Textbooks will be ordered directly from the State in accordance with the approved curriculum textbook list.

— Library

Books will be ordered based on the discount from list prices and services provided.

**BILLS & PAYMENTS, SPORTS HIGH SCHOOL,
JUNIOR HIGH SCHOOL**

Processing of bills is the responsibility of the athletic director and/or principal at each site.
Purchase orders are needed to accompany each payment.

Coaches are not to charge any item to the school without written approval from the athletic director.

FISCAL MANAGEMENT

Compensation Policy & Procedures

Reference:

**OMB 200, Subpart D — Post Federal Award Requirements Standards for Financial and Program Management
Compensation — personal services, OMB 200.430**

Claremore Public Schools provides compensation and fringe benefits to certified and support staff members in accordance with Board-approved salary scales and agreements which have been determined through the negotiation process between Administration and the bargaining units, Claremore Classroom Teachers Association.

Compensation is based upon the same approved salary schedules regardless of the funding source. Compensation for full-time employees engaged in work on Federal awards is consistent with that paid for similar work in other non-federal activities. Each contracted certified staff member's salary is based upon eligible years of service and degree attainment. Each contracted support employee's salary is based upon job classification, eligible years of experience, and work schedule. Extra-duty compensation for certified staff is based upon scales agreed upon through the negotiation process.

Services performed on an hourly basis are assigned compensation rates according to the job type and skill level. These hourly rates are consistent for both federal awards and non-federal funding sources. For example, non-certified tutors are paid \$10.00 per hour. Certified teachers who tutor after school are paid \$20.00 per hour.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. An employee's teaching schedule or specific assignment is used to determine the amount of salary to be charged to the applicable funding source. Employees assigned to federal award activities such as teaching Title I classes, or assisting Title I teachers, are responsible for complying with the requirements of the Federal award, and documenting their efforts through the completion of Federal Time and Effort monthly or semi-monthly reports. Federal Time and Effort reports are also reviewed and certified as accurate by the employee's supervisor. These reports are maintained in the Finance Office.

Time and Effort log sheets may be used by support or certified staff, whether contracted or temporary. Objectives, activities performed, and actual time worked should be recorded daily on the log sheet, and include the applicable funding source, rate of pay, and total earned. All Time and Effort log sheets must be signed by the employee and supervisor before submission to the Payroll Clerk. For federally-funded wages, such time and effort logs are reviewed by the Federal Programs Coordinator before payment. The Chief Financial Officer performs a final review prior to actual payroll processing by the Payroll Clerk.

Stipends for training, technology mentors, etc. are payable only after completion of the required tasks. For federally-paid training stipends, employees are required to provide proof of attendance at the training seminar; such stipends are reviewed and approved by the Federal Programs Coordinator and/or the Assistant Superintendent. The Chief Financial Officer performs a final review prior to actual payroll processing by the Payroll Clerk.

CREDIT/DEBIT CARDS

The Superintendent shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses that can be paid by credit card, and the proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

Statement of Policy:

To the extent possible and authorized by law, the Superintendent of Schools may make arrangements for the issuance and use of credit cards consistent with the provisions of this policy. Definitions/Terms used in this policy are defined as follows:

1. "Credit Card" means any credit card method of satisfying a debt owed to a vendor coupled with a promise to pay the invoice amount to a third party. The third party is the "Credit Card Company," which means the party that issued the credit card and sends monthly statements of credit card usage to the District.
2. "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means and hotel accommodations. Travel may be within or without the School District. Travel does not mean transportation to and from the employee's residence to the School District for employment.
3. "Employee" means any person employed by the School District or a member of the Board acting in his or her capacity as a Board Member on behalf of the School District.
4. "Expenses" means any actual indebtedness incurred and paid for with a District credit card charge by an individual employee on behalf of the School District, for the benefit of the School District or for the purpose of advancing the interests of the School District with the intention of having the charge paid by the School District. Expenses may include, but are not limited to these items:

CREDIT/DEBIT CARDS

Statement of Policy (continued):

- Air, bus, taxi, or train fares and car rentals,
- Hotel or motel accommodations,
- Registration fees and meeting expenses,
- Other travel-related expenses when approved and applicable,
- Other business expenses that have been authorized by the District.

The term "expenses" does not include the payment or cost of any meals.

5. "Credit Card Slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting receipt issued by the vendor that itemizes the purchase.

6. "Receipt" means an invoice document issued by a vendor that has been paid with the District credit card as an expense by an employee. To qualify as a receipt, a credit card slip must be attached to a supporting vendor receipt that contains all the information required for a receipt. By law, all receipts are to contain the following information:

- Date the expense was incurred,
- Quantity purchased and amount paid,
- An itemized listing of the goods or services purchased,
- The name and address of the vendor.

A CREDIT CARD SLIP ALONE IS NOT A RECEIPT

7. "Supporting documentation" means a Travel Expense Reimbursement Request Form, completed in its entirety, signed by the employee who incurred the charges, and submitted with original receipts. All charges for which Board of Education approval and payment is sought must be attached to the form. For expenses other than travel for which the credit card has been used, original receipts must be submitted to Finance when the credit card is signed back in as returned.

8. "Vendor" means the individual or entity that provided the goods or service to the School District for which the charge was made and from whom a receipt for payment has been issued.

CREDIT/DEBIT CARDS

Usage and Accounting Policy:

Whenever authorized general expenses or travel expenses are to be incurred for the School District, an employee may receive authorization from the Superintendent or CFO to use the School District credit card. All credit cards must be checked out and signed for in the Finance Department by the employee who will be using the card. Within two (2) business days of return from a trip during which the credit charges are incurred, or within (1) business day for general expenses, the person who used the card must return the credit card to the Superintendent or CFO and must submit supporting documentation explaining the charge. Failure to submit a timely claim may result in denial of the charge by the School District and may subject the person who made the charge to personal liability for the amount of the charge. When the monthly statement is received by the School District from the Credit Card Company it will be reviewed and reconciled by the Finance Department for completeness and accuracy.

Other Issues:

1. A School District credit card is not a credit card for the personal use of the bearer. The cards will be used only for School District purposes. Credit cards must be checked in and out through the Superintendent or CFO.
2. The employee who uses the credit card and signs the credit card slip is personally responsible to the Credit Card Company or the School District for payment of that charge if the employee does not follow the usage and accounting procedures. Nothing in this policy prohibits the Board from paying the Credit Card Company for a charge and then pursuing the employee who made the charge for reimbursement. Use of a credit card by an employee is acceptance of the terms of this policy, which is a public record.
3. The employee to whom the credit card is checked out must maintain exclusive custody and possession of the card. The person to whom the credit card is checked out is personally responsible for each charge made on the credit card.
4. The Board and Superintendent both have the right to cancel one or more of the credit cards or accounts and/or order immediate collection of one or more of the credit cards. Cancellation or collection may be made with or without prior notice.
5. Violation of any of the provisions of this policy may result in disciplinary action, up to and including termination, or nonrenewal.

CREDIT/DEBIT CARDS**Gasoline Credit Cards:**

Gasoline credit cards are authorized for use with school vehicles only. Purchasing fuel or other Lubricants or other goods or services for a personal owned vehicle with a school credit card is unauthorized.

COMPARABILITY OF FEDERAL FUNDS

ESSA Section 1118 (b) Title I Supplemental not Supplant requires that local education agencies (LEAs) be able to document that the services provided with state and local funds in Title I, Title IIA, Title VI and Title IX schools are comparable to those provided in non-Title I, Title IIA, Title VI and Title IX schools in the LEA. State and local funds must be used in participating schools to provide services that, taken as a whole, are “at least comparable” to services in schools that do not participate in the title programs.

If a LEA serves all of its schools (or all schools within a grade span) with the specified Title funds, the LEA must use state and local funds to provide services that are substantially comparable in each school.

Because Title allocations are made annually, comparability is an annual requirement. To ensure compliance, Claremore Public Schools will maintain the following records that are updated annually:

- A district-wide salary schedule
- Equivalence among schools in teachers, administrators, and other staff;
(maintain a spreadsheet that will detail:
 1. Number of pupils per certified teacher;
 2. Number of pupils per other certified instructional staff, including principals, assistant principals, guidance counselors, and librarians;
 3. Number of pupils per noncertified instructional staff, including secretaries, teacher assistants and other clerical personnel))
- Equivalence among schools in the provision of curriculum materials and instructional supplies. (Maintain a spreadsheet that will detail instructional costs per pupil, such as textbooks, schools library books, audiovisual equipment, and teaching supplies.)

For any Title school found not comparable, staff changes must be corrected or state or local funds to the school will be adjusted before January 1.

BOARD OF EDUCATION

Comparability of Services

ESSA Section 1118 (b) Title I Supplemental not Supplant requires that local education agencies (LEAs) be able to document that the services provided with state and local funds in Title I, Title IIA, Title VI and Title X schools are comparable to those provided in non-Title I, Title HA, Title VI and Title X schools in the LEA. State and local funds must be used in participating schools to provide services that, taken as a whole, are "at least comparable" to services in schools that do not participate in the title programs.

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 3. Number of pupils per noncertified instructional staff, including secretaries, teacher assistants and other clerical personnel)
- Equivalence among schools in the provision of curriculum materials and instructional supplies. (Maintain a spreadsheet that will detail instructional costs per pupil, such as textbooks, schools library books, audiovisual equipment, and teaching supplies.)

For any Title school found not comparable, staff changes must be corrected or state or local funds to the school will be adjusted before January 1.

FISCAL MANAGEMENT**Disposal of Surplus School Property**

Certain school-owned equipment and furniture may be declared surplus by the Claremore Board of Education and disposed of by public sale or discarded.

Surplus property which has a saleable value, upon board approval, may be sold by written, sealed bids after notice of such sale has been posted in a local newspaper, or by public auction. By board approval, surplus property may also be sold outright to an individual or company.

Surplus property or equipment which has no saleable value as determined by the board shall be discarded.

FISCAL MANAGEMENT

Sale of District Surplus Property

When any real estate owned by the Claremore School District is no longer needed for public school purposes, the Board of Education may declare the property to be surplus to the needs of the District. Following such a declaration, surplus real estate may be sold at any time using the following procedure:

1. Prior to sale, the District will have the property appraised by at least one (1) independent appraiser chosen by the Superintendent. If the Superintendent deems appropriate, additional appraisals may be obtained. All appraisals will be confidential until AFTER the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.
2. The Superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the District at a time and place designated in the bid notice. The bid notice will require each bidder to state, in their bid, the intended use of the property. This use may be a factor in determining the successful bidder.
3. The bid notice will be published at least ten (10) days PRIOR to the bid opening in at least one (1) issue of a newspaper of general circulation in Claremore, Oklahoma, AND at least one (1) issue of a newspaper of general circulation in the County where the property is located. The bid notice may be published in additional newspapers at the discretion of the Superintendent or by direction of the Board of Education.
4. The bids will be opened at the time and place specified in the bid notice, and the bids will be referred to the Board of Education for acceptance or rejection. The Board of Education will reserve the right to reject any and all bids OR to accept any particular bid.
5. Surplus real estate will NOT be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.
6. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the District upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.
7. All sales of District property shall comply with state law.

ADOPTED this 9th day of September, 2013.

FISCAL MANAGEMENT

Extra-Curricular Duty Stipend Schedule (N. 2001)

The extra-duty index will be replaced by the accompanying extra-duty stipend schedule. The extra-curricular duty stipend schedule will be negotiated yearly.

No individual shall seek change(s) in this schedule or addition(s) to this schedule without submitting a complete, detailed statement of all extra duties and time spent on these extra duties and responsibilities to the CCTA negotiations team by February 28 of a given school year.

FISCAL MANAGEMENT**Extra Curricular Duty Stipend Schedule (N. 2001) continued**

<u>POSITION</u>	<u>STIPEND</u>
HIGH SCHOOL	
Academic Bowl Asst. Coach _____	1,000.00
Academic Bowl Head Coach _____	2,000.00
Advance Placement Coordinator _____	2,000.00
Advance Placement Teacher (\$2,000/term) _____	2,000.00
Band Director _____	5,800.00
Band Director, Assistant _____	2,300.00
Cheerleader Head Coach _____	3,000.00
Cheerleader Sponsor _____	1,500.00
Choir Director _____	3,900.00
	Class
Club Advisor _____	Sponsor
Chairperson _____	300.00 *
525.00 *	
Coach, Head	
Baseball _____	4,500.00
Basketball _____	5,900.00 *
Cross Country _____	2,200.00 *
Football _____	7,800.00
Golf _____	1,750.00 *
Gymnastics _____	1,200.00
Soccer _____	2,200.00 *
Softball _____	4,500.00 *
Tennis _____	2,250.00 *
Track _____	2,250.00
Volleyball _____	2,200.00
Wrestling _____	5,000.00
Coach, Assistant	
Baseball _____	2,400.00
Basketball, Wrestling _____	2,500.00 *
Cross Country _____	1,500.00
Football _____	2,800.00 *
Soccer _____	1,500.00 *
Softball _____	2,400.00
Tennis _____	1,500.00
Track _____	1,500.00 *
Volleyball _____	1,300.00
Competitive Speech Head Coach (Individual and Duet Events) _____	1,000.00
Counselor _____	750.00
Debate Head Coach (CX and LD) _____	1,500.00
Department Head _____	550.00 +*
Detention Hall (4 days/wk) _____	3,600.00
Foreign Student Counselor/Program Coordinator _____	475.00
Homebound Coordinator _____	1,000.00
Individual Coop. Education Coordinator _____	2,000.00 #

Librarian

625.00



FISCAL MANAGEMENT**Extra Curricular Duty Stipend Schedule (N. 2001) continued**

<u>POSITION</u>	<u>STIPEND</u>
HIGH SCHOOL	
Musical Production Assistant Director _____	500.00
Musical Production Director _____	925.00
National Honor Society _____	700.00
North Central Evaluation Coordinator _____	800.00
Play Assistant Director _____	300.00
Play Director _____	700.00
Pompon Sponsor _____	1,850.00
Prom Coordinator _____	400.00
	School
Student Council Advisor _____	Newspaper Advisor
	1,250.00
1,200.00	
Technology Assistant (A.L.) _____	500.00
Technology Assistant (H.S) _____	1,000.00
Vocational Agriculture _____	2,400.00 #
FFA Sponsor _____	525.00
Vocational Family & Consumer Science _____	2,000.00 #
FCCLA Sponsor _____	525.00
Yearbook Advisor _____	1,500.00

COMBINED GRADES

Tennis (7 th , 8 th , 9 th) Head Coach _____	1,825.00
Track (7 th , 8 th , 9 th) Head Coach _____	1,825.00
Track, Asst. Coach (7 th , 8 th , 9 th) _____	1,400.00
Wrestling (7 th , 8 th , 9 th) Head Coach _____	1,825.00
Wrestling, Asst. Coach (7 th , 8 th , 9 th) _____	1,400.00

**MID-HIGH
(9th Grade)**

Academic Bowl — 9 th Grade _____	1,300.00
Cheerleader Coach/Asst. Varsity _____	2,350.00
Coach, Assistant	
Football, Basketball _____	1,400.00
Coach, Head	
Baseball, Softball _____	1,725.00
Basketball, Football _____	1,825.00

**JUNIOR HIGH
(7th and 8th Grades)**

Academic Bowl Coach	1,300.00
Academic Bowl Coach, Assistant	600.00

FISCAL MANAGEMENT**Extra Curricular Duty Stipend Schedule (N. 2001) continued**

<u>POSITION</u>	<u>STIPEND</u>
JUNIOR HIGH	
Band Director	3,500.00
Cheerleader Sponsor (junior high)	1,200.00
Choir Director	600.00
Head (7 th & 8 th Grade)	
Basketball, Football	1,825.00
Gymnastics	1,500.00
Softball	1,825.00
Volleyball	1,500.00
Coach, Assistant (7 th & 8 th Grade)	
Basketball, Football	1,400.00
Softball	1,400.00
Volleyball	1,200.00
Counselors	500.00
Debate/Competitive Speech Coach	350.00
Department Head	550.00
Detention Hall (2 days/wk)	1,800.00
Industrial Technology	2,000.00 #
Technology Students Assn. Club	525.00
International Club Sponsor	525.00
Librarian	550.00
Technology Assistant	1,000.00
Yearbook Advisor	750.00

CENTRAL UPPER ELEMENTARY
(5th and 6th Grades)

Academic Bowl Coach	500.00
Band Director	900.00
Department Head	550.00
Librarian	525.00
Musical/Play Director	300.00 *
Safety Patrol Sponsor	200.00
Technology Assistant	1,000.00
Yearbook Advisor	575.00

ELEMENTARY

Breakfast Monitor	600.00
Chess Club Sponsor (Westside & Claremont)	200.00
Department Head	550.00
Hub Supervisor	1,400.00
K-4 Program	550.00
Librarian	525.00 *

FISCAL MANAGEMENT**Extra Curricular Duty Stipend Schedule (N. 2001) continued**

<u>POSITION</u>	<u>STIPEND</u>
ELEMENTARY	
Musical/Play Director _____	300.00 *
Safety Patrol Sponsor _____	200.00 *
Technology Assistant (Other Sites) _____	1,000.00
Technology Assistant (Roosa) _____	500.00
DISTRICT WIDE	
Saturday School Supervisor _____	3,000.00
Staff Development Chairperson _____	350.00
Staff Development Financial Coordinator _____	300.00

Receiving 1/180.5 individual salary/diem
 worked beyond 180.5 master contract defined
 days: Librarians Counselors Lead Teacher
 Project CEEP

Department heads supervising five or more teachers receive \$50 additional for each additional FTE teacher supervised above five (or pro-rata share thereof).

More than one teacher qualifying for this amount

Paid according to state requirements and reimbursements

(Any requests for changes in this schedule must include a complete, detailed statement of all extra duties and time spent on these extra duties and responsibilities. This request must be submitted to the CCTA Association President (one copy) and to a member of the negotiation team (one copy) as soon as known or by May 1 of each school year.)

FISCAL MANAGEMENT**Federal Funds, Allowable Expenditures**

All federally funded purchases and expenditures will be directly related to allowable activities and services that are necessary to effectively carry out the objectives of the current program, and for the benefit of eligible participants.

Federally funded purchases and expenditures will be restricted to those incurred by persons with direct duties and responsibilities and/or which benefit only eligible participants.

Inservice training will be directly related to specific program activities and provided only to persons with program responsibilities and duties.

Allowable expenses include:

- Costs of meetings and conferences where the primary purpose is the dissemination of technical information. A formal written agenda is required which clearly sets forth the topics to be discussed.
 1. Refreshments for parent meetings/parent involvement activities when necessary to encourage attendance.
 2. Limited meals or refreshments for staff or participants who are cloistered in all-day training sessions when it is impractical to obtain meals on their own and where attendance at training is essential to accomplish the objectives of the program.
 3. Limited meals or refreshments during a "working session" in which participants are engaged in discussion/activities during the normal meal time and in which no other opportunity for a meal will be provided where attendance is essential to accomplish the objectives of the program.
 4. Alcoholic beverage costs are not allowable.
- Food for instructional purposes when an integral part of the program and when costs are reasonable and necessary to accomplish the objectives of the program.

FISCAL MANAGEMENT

Financial Management Policy & Procedures (for Federal Awards)

Reference:

OMB 200, Subpart D — Post Federal Award Requirements Standards for Financial and Program Management

Claremore Public Schools is committed to administering, expending and accounting of Federal awards in accordance with the terms and conditions of Federal award agreements, Federal award objectives, federal law, and state law, Our financial management system in relation to OMB 200, Subpart D, is described **below**.

Statutory and National Policy Requirements, OMB 200.300

(b) The non-Federal entity is responsible for complying with all requirements of the Federal Award.

The requirements of *each* Federal award are reviewed by the Superintendent, Assistant Superintendent, Federal Programs Coordinator, and the Chief Financial Officer during the application process. This review process includes correspondence with the Oklahoma State Dept. of Education (OSDE), resource materials from the OSDE and internet research, and professional development. Personnel assignments and budgets are designed after analysis of the needs assessments, within the parameters and requirements of the Federal award. Proposed budgets and programs are reviewed to insure the proposed expenditures are for the purpose of supplementing non-federal sources of revenue rather than supplanting non-federal sources of revenues. The Chief Financial Officer reviews past purchases to insure that proposed purchases out of Federal awards were not previously purchased using non-federal sources of income. After the Federal award application is approved by the OSDE, then compliance is monitored by the Superintendent, Assistant Superintendent, Federal Programs Coordinator, and the Chief Financial Officer through the oversight of academic, parent involvement, and training programs; preauthorization of allowable expenditures; and monitoring of budgets.

Performance Measurement, OMB 200.301

The Federal awarding agency must require the recipient to use OMB-approved government-wide standard information collections when providing financial and performance information.

As a subrecipient of Federal awards, we are required to utilize the Oklahoma Cost Accounting System (OCAS) for reporting of all revenue and expenditures. Throughout the fiscal year, Federal financial information is submitted to the OSDE through computer-generated federal claims, using standard report formats. Annual financial data is reported to the OSDE through data files uploaded to their website. Student performance is typically measured through various testing methods. Financial data is related to performance accomplishments through analysis of students' responses to teaching strategies, research-based software programs, and utilization of computerized devices to deliver instruction; **and parents'** responses to parent involvement programs.

Financial Management, OMB 200.302

(a)non-Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

The District's recordkeeping system is contained in the Wengage software system from Municipal Accounting Systems. This software system is designed specifically for Oklahoma school districts, and is tailored to meet local, state, and federal regulatory agencies' financial reporting requirements. The Chief Financial Officer is responsible for the review of expenditures to insure compliance with federal award requirements and budget limitations. All expenditures of funds (local, state, and federal funds) occur after specific processes and authorizations have occurred. The District's purchasing, inventorying, payment, federal expenditure claim reporting, and payroll processes are described in the attached document, "Fiscal Internal Control Policy."

(b) The financial management system of each non-Federal entity must provide for the following:

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.

The Chief Financial Officer prepares the annual Schedule of Expenditures of Federal Awards (SEFA) for inclusion in the District's audited financial statements. All Federal revenue and expenditures are reconciled back to accounting **reports and Federal expenditure claims. The SEFA is subjected to auditing** procedures; the District's auditors opine on this schedule as part of our annual audit report. This information is used by the auditors to complete Form SF-SAC (Data Collection Form for Reporting on Audits of States, Local Governments, and Non-profit Organizations); in addition, the Chief Financial Officer reconciles the Form SF-SAC back to the SEFA.

(b)(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting request set forth in Section 200.327 Financial reporting and 200.328 Monitoring and reporting program performance.

The District complies with financial reporting and monitoring requirements by timely and accurately completing Federal expenditure claims, comparability reports, OSDE close-out reports, annual financial statements and supplementary information, and any requests made by state and Federal awarding agencies. Underlying records such as statistical reports, purchase orders, invoices, time and effort reports, and deposits support the financial reports of Federal awards. The Chief Financial Officer monitors compliance with Federal award budgets by regularly comparing encumbrances to budget categories, reviewing purchase requests for allowable and budgeted expenditures, and submission of financial-related reports in formats required by state and Federal awarding agencies. The Superintendent, Assistant Superintendent, Federal Programs Coordinator and Chief Financial Officer monitor program performance and submit reports when required.

(b)(3) Records that identify adequately the source and application of funds for federally-funded activities.

The District maintains hard-copies of income notices, purchase requests, purchase orders, and invoices to support Federally-funded activities. Federal awards are identified by OCAS project codes as well as written descriptions on source documents. The District's purchasing, inventorying, payment, federal expenditure claim reporting, and payroll processes are described in the attached document, "Fiscal Internal Control Policy."

(b)(4) Effective control over, and accountability for, all funds, property, and other assets.

The District's Finance Office has implemented internal controls over all aspects of recordkeeping. The Board of Education has issued policy which prohibits personal use of District property. Inventories are maintained by the departments of transportation, maintenance, technology, and business. The District's property is covered by adequate insurance. The District's purchasing, inventorying, payment, federal expenditure claim reporting, and payroll processes are described in the attached document, "Fiscal Internal Control Policy."

(b)(5) Comparison of expenditures with budget amounts for each Federal award.

As part of the monthly claim process and periodic review of Federal awards, the Chief Financial Officer prints expenditure summary reports and compares such reports to Federal award budgets. Overages are investigated to determine cause and appropriate correction is then made. Invoices for Federal award expenditures are additionally reviewed during the compilation of expenditure claims to insure actual purchases are in compliance with the Federal award budget and requirements.

(b)(6) Written procedures to implement the requirements of Sec. 200.305 Payment.

To minimize the time elapsing between the transfer of funds from the awarding agency and the District's disbursement of Federal funds by issuance of checks, the District prefers to submit requests for reimbursement from the awarding agency (such as the pass-through entity or Federal awarding agency). The District's federal expenditure claim reporting process is described in the attached document, "Fiscal Internal Control Policy."

(b)(7) Written procedures for determining the allowability of costs in accordance with Subpart E – Cost Principles of this Part and the terms and conditions of the Federal award.

The District is responsible for the efficient and effective administration of Federal awards through the application of sound management practices. Internal controls surrounding the District's purchasing process are described in the attached document, "Fiscal Internal Control Policy."

The primary responsibility for determining allowability of costs relative to Federal awards rests upon the Superintendent, Assistant Superintendent, Federal Programs Coordinator, and the Chief Financial Officer. Through years of administering Federal awards and public funds, these individuals have gained understanding and knowledge of the cost principles relative to public funds (local and state government) and Federal awards.

When reviewing purchase requests to be funded by Federal awards, the Federal Programs Coordinator and the Chief Financial Officer consider whether the costs meet the following general criteria in order to be allowable under Federal awards:

- a. Be necessary and reasonable for the performance of the Federal award, and be allocable to the Federal award
- b. Conform to any limitations or exclusions as to types or amounts
- c. Be consistent with internal policies and procedures that apply uniformly to both federally-financed and other activities of the District
- d. Be accorded consistent treatment in that such cost may not be considered a direct cost in one Federal award and an indirect cost in another Federal award
- e. Be determined in accordance with the Oklahoma regulatory basis of accounting utilized by the District
- f. Not be included as a cost, shared cost, or matching cost in any other federally-financed program
- g. Be adequately documented

The Federal Programs Coordinator is the primary reviewer of costs associated with Federal awards to determine whether the costs meet the above criteria. If the Federal award costs are determined to be allowable, the Federal Programs Coordinator approves the purchase request as reflected by his/her signature. Additional review of costs associated with Federal awards is also performed by the Chief Financial Officer. If the Chief Financial Officer also determines the costs are allowable under the general criteria for Federal awards, then he/she approves the purchase request as reflected by her signature and forwards the purchase request to the Encumbrance Clerk for final processing.

When the allowability of a cost associated with a Federal award is in question, the Federal Programs Coordinator obtains written approval from the appropriate federal programs director at the Oklahoma State Dept. of Education, prior to incurring the cost.

The allowability of costs is determined relative to "direct" costs which are identifiable to specific Federal awards.

The District utilizes the indirect cost rate for Federal awards as determined by the Oklahoma State Dept. of Education.

Period of Performance, OMB 200.309

A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.

The District follows the statutory basis of accounting for recording of expenditures in the fiscal year in which the goods were encumbered and services were received. The Chief Financial Officer is responsible for reviewing purchase requests to determine that the services may be completed within the period of performance as set by the Federal and state awarding agencies as well as by the fiscal year-end deadline. The Chief Financial Officer is responsible for insuring that goods/services are not ordered before or after the period of availability as set by Federal and state awarding agencies.

FINANCE

The number and quality of educational programs are directly dependent on the funding provided and the efficiencies achieved by effective management of fiscal resources. It is imperative that the Claremore Public Schools Board of Education take specific actions to insure that quality instruction and educational programming remains central and financial practices are sound.

General Fund Balance:

- A. It is the position of the Claremore Public Schools Board of Education to achieve and maintain a minimum fund balance in the General Fund of seven percent (7%) by June 30th of the current year's revenue collection.
- B. An adequate fund balance is necessary for the following:
1. Payment of summer payroll warrants (July and August) for twelve month contracted staff.
 2. Payment of unexpected/unbudgeted items (utility increases and/or unannounced increases in assessment fees).
 3. Funds needed for emergencies (roof repairs/replacements).
 4. Prevention of interest bearing warrants.

Building Fund Balance:

- A. It is the position of the Claremore Public Schools Board of Education to achieve and maintain a minimum fund balance in the Building Fund of twenty-five percent (25%) of the current year's total revenue collection.
- B. An adequate fund balance in the Building fund is necessary for the following:
1. Payment of any contracted services for the initial six-month before the receipt of ad valorem tax revenue.
 2. Payment of building operation expenditures for the six-month period prior to ad valorem receipts.

FINANCE (continued)

Building Fund Balance (continued):

- 3. Payment of unexpected/unbudgeted items.
- 4. Funds needed for emergencies.

FISCAL MANAGEMENT

Fundraisers, District

Fundraisers will be submitted by the sponsors to the principals twice a year. If fund-raisers are to be held from July through December of a given year, sponsors must submit to the principals their requests by June 1. The principals will submit the approved list to the Board of Education for the July meeting.

If the fundraisers are to be held from January through June of a given year, sponsors must submit to the principals their request by November 1. The principals will submit the approved list to the Board of Education for the December meeting.

Fundraisers must follow policy guidelines.

- No more than three (3) fundraisers per organization
- No fundraisers allowed which promote door-to-door sales and/or solitations
- No raffles, drawings, or games of chance

The Board of Education will approve fundraisers at the regular meeting on the second Monday of July and December.

Fundraiser lists will be submitted to the Superintendent or designee on the form provided. Any exceptions to these timelines must be approved by the Superintendent or designee.

An annual review will be conducted to determine if policy is being followed.

FISCAL MANAGEMENT

Investment Policy

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Claremore School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority:

The Superintendent or designee is required by the Board of Education to invest District monies in the custody of the Treasurer in those investments permitted by law. The designee shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The designee shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged, provided the Superintendent/designee or District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposit of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue

FISCAL MANAGEMENT
Investment Policy continued

7. Anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;
8. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;
9. Warrants, bonds or judgments of the District;
10. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or
11. Any other investment that is authorized by

law. Investment Philosophy:

This policy shall be based upon a "prudent investor" standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the designee is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District's funds, the designee shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operation requirements.
2. Diversification: The investment portfolio will be diversified to avoid one class of investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.
3. Safety of Principal: Although investments are made to produce income for the district, investments will be made in a manner that preserves principal and liquidity.

FISCAL MANAGEMENT
Investment Policy continued

4. Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
5. Maturity: Investments may have maturities extending to 24 months, provided sufficient liquidity is available to meet major outlays, and except that general fund investments may not exceed 12 months.
6. Quality of the Instrument and Capability of Investment Management: The Superintendent's designee shall be responsible for seeing that the Treasurer and any Assistant Treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board of Education.

Safekeeping and Custody:

The designee will maintain a list of the financial institutions and pooled investment programs governed by an interlocal cooperative agreement formed pursuant to 70 Oklahoma Statutes Section 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution will be considered to be independent from the financial institution.
2. All securities will be in book entry form, and physical delivery of securities will be avoided.
3. Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
4. Written transactions and confirmations of transactions by computer connections will be kept in the designee's office.

Reporting and Review of Investments:

The designee will prepare an investment report to be submitted to the Board of Education on at least a monthly basis. The report will include:

FISCAL MANAGEMENT
Investment Policy continued

1. A list of individual securities held at the end of the reporting period.
2. The purchase and maturity dates of these securities.
3. The name and fund for these securities,
4. The yield rate of these securities.
5. The collateral pledged by a custodian.

The Board of Education shall review the Superintendent or designee's investment performance on a regular basis that is no less frequently than monthly.

Depositing of Interest:

Unless otherwise directed by the Board of Education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited into the General Fund, or at the discretion of the Treasurer with the exception of the Sinking Fund, and income earned from the investment of activity funds shall be deposited as directed by the Board of Education.

FISCAL MANAGEMENT**Fiscal Internal Control Policy****Claremore Public Schools
Fiscal Internal Control Policy****Purchasing Process: Bidding, Evaluating, and Contracting**

The District has established policies and procedures surrounding aspects of the purchasing process. Board Policy F-BA, *Bidding Requirements* (attached), describes the policies for obtaining bids and quotations. Board Policy NO POLICY EXISTS, *Conflicts of Interests* (attached), expressly states that District personnel shall not engage in any activity that would create a conflict of interest or the appearance of a conflict of interest, and describes situations where conflicts of interest arise.

The only required bidding processes involves construction-related contracts as detailed in Board Policy F-BA, *Bidding Requirements*. Non-construction-related contracts are reviewed by personnel affected by the contract, such as the Federal Programs Coordinator, Technology Director, Chief Financial Officer, and/or Superintendent for compliance with state laws, reasonableness of costs, applicability to District educational goals, and allowability under federal awards when applicable. Administrators (Federal Program Coordinator, Technology Director, Executive Director, Superintendent, and/or principals) evaluate vendor performance on instructional-related curriculum and professional development by utilizing proven research-based products recommended by educational-field experts and state agencies. A covered transaction (contract for goods or services which equals or exceeds \$25,000 and is paid out of a federal program) requires a certificate regarding debarment, suspension and ineligibility. Vendor contracts must be approved by the Board of Education during a regular/special Board meeting. Original contracts are maintained by the Superintendent's Office and the Finance Office **when applicable**.

Purchasing Process: Requisition

The purchase request form must be completed and approved before a purchase order is generated by the Encumbrance Clerk; then, goods and services may be ordered. Purchase requests must include detailed descriptions of goods/services requested, including catalog number when applicable. Funding source, site, teacher, grade-level, and subject (when applicable) are to be **reflected on the form. The purchase request form must be signed by the** immediate supervisor before submission to the next level of review.

Technology-related expenditures require pre-approval by the Technology Director.

FISCAL MANAGEMENT**Fiscal Internal Control Policy**

Expenditures charged to federal programs must be pre-approved by the Federal Programs Coordinator or Superintendent. The Federal Programs Coordinator or Superintendent will review and sign the purchase request to insure allowability and compliance with federal program requirements and budgets.

Any purchase requests must be pre-approved by the Superintendent of Chief Financial Officer unless pre-approved by the Board of Education.

After the above approvals are obtained, the purchase request is then forwarded to the Encumbrance Clerk. The Encumbrance Clerk reviews the purchase request for all necessary approvals, codes the purchase request according to OCAS, and submits the purchase request to the Chief Financial Officer for final review. The Chief Financial Officer reviews the purchase request for proper approvals, correct fund charged, and appropriate OCAS coding. Additionally, the Chief Financial Officer reviews the purchase request to determine allowability of costs associated with Federal awards, compliance with District policies, state and federal laws, and adherence to budgets for local, state, and Federal awards. Once the Chief Financial Officer determines the purchase request has met all requirements, then approval is allowed in MAS-Wengage. The purchase request is then returned to the Encumbrance Clerk for creation of the purchase order.

Travel-Related Purchase Requests

Travel Policy (attached) outlines the District's provisions for the expenses of those who are conducting official business of the District.

Travel-related expenditures require additional forms arranged in the following order (inclusive of everyone attending the same workshop):

- Permission to Attend Workshop form
- School Activity & Transportation Request form
- Purchase Request form(s)

Once the training-related packet is approved by the principal/supervisor, it is then forwarded to the Executive Director's office. Once the Executive Director has reviewed and approved these forms, they will distribute the School Activity & Transportation Request form to the Transportation Department, and the Permission to Attend Workshop and Purchase Request form(s) to the Federal Programs Coordinator's office for approval. The Federal Programs Coordinator will verify that the training is in compliance with the applicable federal program requirements and that grant funds are available to cover the expenses. The Permission to Attend Workshop form and purchase request form(s) will then be forwarded to the Encumbrance Clerk for processing (as described above).

FISCAL MANAGEMENT**Fiscal Internal Control Policy**

Purchase requests which accompany the Permission to Attend Workshop form must include adequate description of seminar title, dates, place, and attendee(s). Vendor address, phone number, and fax number, and hotel confirmation numbers (when applicable) should also be noted.

Employees are responsible for making their own hotel reservations except for large conferences which are handled by the Federal Programs Coordinator. Encumbrance Clerk will handle direct billing arrangements.

Purchasing Process: Purchase Order

After creation of the purchase order in the accounting system, the Encumbrance Clerk will process the purchase order which includes mailing/faxing/emailing the purchase order to the vendor, and sending a copy of the purchase order to the originator of the purchase request. Purchase requests are presented monthly to the Board of Education for their approval. Increases/decreases to purchase orders are also reported to the Board of Education each month.

Inventory Process

Inventory of capitalized assets with a cost of \$5,000 or greater will be maintained by the Chief Financial Officer in the fixed asset depreciation software program, Depreciation Solution. Capitalized expenditures will be determined upon review of the purchase request by the Chief Financial Officer and will be coded according to OCAS. Capitalized assets (cost of \$5,000 or more) purchased with Federal awards will be permanently marked with the federal program number and date purchased.

Textbooks and other hard-bound books will be marked with the Claremore Public Schools' permanent-ink stamp and an inventory maintained by the Instructional Media Center secretary.

Non-consumable materials, supplies, and equipment purchased with Federal awards must be inventoried on an annual basis by the sites. All items must be kept on the federal program inventory for five years. After five years, the District may dispose of items in accordance with District procedures. The Federal Programs Coordinator will work with staff to conduct a physical inventory and reconcile those results with the property records. Title is held in the name of Claremore Public Schools unless directed differently by a Federal agency. Property purchased with federal funds is adequately insured under the District's property insurance coverage, and is adequately maintained. The inventory records are maintained by each school site and should include the following information:

- Description of the property
- Serial number or other identification number, if applicable
- Federal source of funds used to purchase the property
- Acquisition date
- Cost of the property

FISCAL MANAGEMENT**Fiscal Internal Control Policy**

Percentage of Federal participation in the cost of the property
The location of the property
The use and condition of the property
The ultimate disposition of the property including date of disposal and sales price

Issuing Warrants

Payments will occur only after the signed, approved invoice is received by the Encumbrance Clerk. Payments are represented by checks issued through the accounting system. Original invoices will be sent to site secretaries/administrative assistants. All invoices must be signed by the principal/supervisor and the person receiving the goods/services. In the afternoon, the Finance Office Administrative Assistant takes the outgoing mail (including check payments) to the mailroom.

Travel-Related Claim for Reimbursement forms must include the following items:

Description of conference/meeting attended including date and place.
Meal tickets must contain description of food purchased — credit card tickets are not acceptable forms of documentation.
All tickets must be signed by the staff member and principal/supervisor, and organized by day. Meal limit is \$35.00 *per* day unless adjusted by the Superintendent or Executive Director.
Signature of principal/supervisor reflecting approval of the claim
Signature of the Federal Programs Coordinator when applicable

Submission of Federal Expenditure Claim Reports

The Chief Financial Officer is responsible for submitting federal expenditure claim reports to the Oklahoma State Department of Education and other federal grantor agencies. Supporting documentation (invoices, time and effort logs, etc.) are copied and organized by the Finance Office Administrative Assistant. The Chief Financial Officer generates accounting reports to compare actual encumbrances to budgeted amounts as reflected on approved federal grant budget summary reports, to ensure compliance with federal program budgets. Supporting documentation is also reviewed a second time by the Chief Financial Officer to ensure the expenditures were included in the approved federal grant budget justification. The federal expenditure claim is then signed by the Chief Financial Officer and submitted to the Oklahoma State Department of Education through the Grants Management System. When a payment is received, the Chief Financial Officer compares the payment to the expenditure claim and investigates any differences.

FISCAL MANAGEMENT**Fiscal Internal Control Policy****Payroll**

Payroll in general consists of contract employee salaries, Time and Effort log sheets, stipends, and substitute employees. Controls surrounding these pay types are described below.

1. Contract Employee Salaries

Certified and support employee salaries are governed by negotiated salary scales which are approved by the respective bargaining units and the Board of Education. Compensation is charged to non-federal sources and federal sources of revenue in accordance with these approved scales.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. An employee's teaching schedule or specific assignment is used to determine the amount of salary to be charged to the applicable funding source.

Employees assigned to federal award activities such as teaching Title I classes, or assisting Title I teachers, are responsible for complying with the requirements of the Federal award, and documenting their efforts through the completion of Federal Time and Effort monthly or semi-monthly reports. Federal Time and Effort reports are also reviewed and certified as accurate by the employee's supervisor. These reports are maintained in the Finance Office.

The Chief Financial Officer reviews projected payroll costs against non-federal and federal award budgets. Any overages are investigated and adjustments made. After the Payroll Clerk has prepared the payroll authorization (prior to actual processing of payroll), the Chief Financial Officer reviews the authorization for correctness of coding, reasonableness of wages, current employees, and anything appearing to be unusual.

2. Time and Effort Log Sheets

Time and Effort log sheets may be used by support or certified staff, whether contracted or temporary. Objectives, activities performed, and actual time worked should be recorded daily on the log sheet, and include the applicable funding source, rate of pay, and total earned. All Time and Effort log sheets must be signed by the employee and supervisor before submission to the Payroll Clerk. For federally-funded wages, such time and effort logs are reviewed by the Federal Programs Coordinator before payment. The Chief Financial Officer performs a final review prior to actual payroll processing by the Payroll Clerk.

3. Stipends

Stipends for training technology mentors, etc. are payable only after completion of the required tasks. For federally-paid training stipends, employees are required to provide proof of attendance at the training seminar; such stipends are reviewed and approved by the Federal Programs Coordinator and/or the Executive Director.

FISCAL MANAGEMENT**Fiscal Internal Control Policy****4. Substitutes**

Substitute employees are reportable on the Substitute Report form and require supervisor's signature before submission to the Payroll Clerk. Pay rates are determined based upon whether the substitute is certified, degreed, or non-certified. The Chief Financial Officer performs a final review prior to actual payroll processing by the Payroll Clerk.

Disposition of Equipment

The Chief Financial Officer annually reviews the inventory listing of capitalized assets with a cost of \$5,000 or greater with the Directors of Technology, Operations, and Child Nutrition, and the Federal Programs Coordinator, to determine whether assets are still in use for the purposes intended. If such capitalized assets are deemed obsolete, unusable, or of no further use to the District or Federal program, then Chief Financial Officer recommends disposition in accordance with local, state and Federal requirements. If the capitalized assets were originally purchased with Federal funding, then the Chief Financial Officer reviews the guidance shown in the Uniform Grant Guidance Section 200.313(e) "Disposition," to determine the disposition requirements including contacting the Federal awarding agency for disposition instructions. Any equipment ultimately to be sold or scrapped must be approved by the Board of Education as "surplus equipment" prior to disposition.

PAY DATE SCHEDULE

Support Personnel (N)

Food services, maintenance, and transportation personnel are paid on the 15th of the month unless the 15th falls on a weekend or holiday, at which time, pay will be distributed on the last working day preceding the 15th of the month. Secretaries and classroom aides are paid on the certificated personnel salary schedule.

FISCAL MANAGEMENT
Payroll Authorization

The Business Office must have a payroll authorization form completed on all non-certified personnel. This form must be signed by an authorizing school official and be on file before an individual can receive a pay check. The date employed will be entered on the computer and will be the date used to determine workman's compensation, annual leave and seniority.

FISCAL MANAGEMENT

Purchasing, Local

Recognizing that the schools of the district are supported by tax moneys paid by individuals and businesses of the local community, the Board will purchase locally whenever and wherever possible. However, the school district's first consideration must be value for money spent. For this reason local suppliers and contractors will be given preference as other conditions are equal or of minimal difference.

FISCAL MANAGEMENT

Reimbursements, Expense

The Oklahoma School Code authorizes a school district to reimburse Board of Education members, employees and other preauthorized individuals for necessary travel expenses. Employees and Board members are encouraged to participate in meetings, conferences, seminars and workshops that promote professional growth. Employees may be authorized by administrative approval or by Board approval to participate in professional growth activities requiring travel. Authorization shall be based on the availability of funds, staffing requirements for the work area, and the relationship of the activity to the employee's role in the district. Employees, Board of Education members and other preauthorized individuals shall be reimbursed for their reasonable and necessary expenses while on authorized travel status on district business, subject to furnishing proper documentation of expenses for which reimbursement is requested. A properly completed and approved Travel Expense Reimbursement Form along with original, itemized receipts must be submitted.

Conference or convention registration fees including workshops, breakfasts, luncheons, and dinners sponsored by the conference or convention. These items should be prepaid by the District in advance whenever possible.

Round-trip coach rate airfare from Tulsa to the conference city: Every effort should be made to make travel plans as far in advance of the trip as possible, so discount fares may be arranged. Tickets should be prepaid by the District in advance, whenever possible.

Mileage for use of a personal vehicle for travel will be reimbursed at the standard fixed rate per mile allowed by the Internal Revenue Service for business purposes. Mileage from home to first work location and last work location to home are not included for reimbursement. Toll fees and parking fees are reimbursable with receipts. No receipt is required when traveler is utilizing the PikePass automated payment process.

Lodging will be reimbursed up to a rate not to exceed the convention single rate, plus tax. Lodging will be reimbursed for the same number of nights as the conference is in session. For example, if the conference begins Friday morning and concludes at noon on Sunday, the reimbursement will be made for a maximum of three nights' lodging.

Ground Transportation or rental car costs in the conference city are reimbursable with receipts. All rental cars *must* have prior approval from the appropriate approving officer.

Meal costs must be reasonable and supported by original, itemized receipts. Alcoholic beverages are not allowable reimbursable expenses.

FISCAL MANAGEMENT**Travel Policy**Definitions

Terms used in this policy are defined as follows:

1. "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the district. Travel may be within the district or outside of the district. Travel does not mean transportation to and from the employee's residence or to the district for employment.
2. "Employee" means any person employed by the district or a member of the board acting in his or her capacity as a board member on behalf of the district.
3. "Non-employee" travel and related expense reimbursement is limited to reimbursement of students and sponsors, engaged in approved school related activities. Expenses eligible for reimbursement are only those for necessary meal and lodging expenses. Students and sponsors seeking reimbursement must follow the procedures included in this policy or any reimbursement will be forfeited.
4. "Expenses" means an amount paid by an individual employee on behalf of the district, for the benefit of the district or for the purpose of advancing the interests of the district, with the intention of being reimbursed by the district.

Expenses may include, but are not limited to, these items:

- A. air, bus, taxi or train fares and car rentals;
 - B. meals (only reimbursed when travel is overnight one or more days),
 - C. hotel or motel accommodations (a Purchase Order will be issued by the district in most cases);
 - D. other travel related expenses when applicable, such as mileage; and
 - E. registration fees (a Purchase Order will be issued by the district in most cases)
5. "Receipt" means an invoice document issued by a vendor that has been paid as an expense by an employee. A receipt must contain the following information:
 - A. date incurred;
 - B. date paid;

FISCAL MANAGEMENT**Travel Policy**

6. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt because it is not itemized. To qualify as a receipt a credit card slip must be attached to a supporting receipt issued by the vendor which contains all the information required of a receipt.
7. "Vendor" means the individual or entity that provided the goods or services to the district for which reimbursement is sought and a receipt for payment has been issued.
8. "Meals" means actual food expenses incurred while traveling outside of **the** district overnight.

Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

1. Prepare supporting documentation with attached receipts and travel claims. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit supporting documentation with attachments to the Encumbrance Clerk. The Chief Financial Officer will review the documentation and attachments for completeness and accuracy.
3. At the next available board meeting the board will consider the reimbursement request and authorize the Encumbrance Clerk to issue a warrant to reimburse the employee for the amounts, if any, deemed appropriate by the board. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.
4. The Encumbrance Clerk will issue the warrants for reimbursement authorized by the board as soon as is practicable following the board's action.

Other Issues

-
1. A request for reimbursement must be made within thirty (30) business days after the last day of travel or prior to the end of the fiscal year in which the travel occurred. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.

FISCAL MANAGEMENT

Travel Policy

2. Reimbursements issued by the board are only for the actual amount of out of pocket Expenses paid by the employee. No additional charges may be added by the employees and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.
3. Meal expenses will be reimbursed for actual out-of-pocket amounts not to exceed the current meal per diem rates listed on the United States General Services website at www.gsa.gov. Partial days of the first day of travel and the last day of travel will be limited to 1/3 of the per diem amount for each meal.
- 4, Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.
5. Violation of any of the provisions of this policy may result in dismissal, nonrenewal, or other adverse action.

PURCHASING AND DISTRIBUTION

In accordance with the policy of the Board of Education, the following regulations shall govern purchasing.

1. The operating budget, approved by the Board, is based upon appropriations that are entered in the encumbrance clerk's appropriation ledger (computer software).
2. No purchase shall be made prior to the issuance of a purchase order approving the purchase. All purchase requisitions and orders shall be coded using the Oklahoma Cost Accounting System (OCAS) for Oklahoma Public Schools.
3. The Chief Financial Officer or Superintendent will maintain a list of budget administrators who are authorized to approve purchase requisitions and budget administrators and secretaries who are authorized to approve payment. The list will be provided to Accounts Payable.
4. Sites and/or departments needing goods or services will complete a "purchase requisition" form. The purchase requisition form must be signed by the budget administrator(s) and sent to the encumbrance clerk. The Chief Financial Officer or Superintendent will approve or disapprove all requisitions. The Superintendent shall approve all requisitions \$2,500.00 or greater. The purchase requisition must be for the purpose of the appropriation charged.
5. Prior to the issuance of a purchase order, the Encumbrance Clerk must first determine that the encumbrance will not exceed the balance of the appropriation to be charged. If the encumbrance would exceed appropriations, the purchase request is sent back to the originating site/department with an explanation. If the encumbrance is within the appropriated amount, a purchase order number is issued.
6. Encumbrances are submitted to the Board of Education in the order of their issuance at the regularly scheduled board meetings, with a cut-off date being six (6) working days prior to the meeting date. Approved encumbrances shall be listed in the minutes by the Minutes Clerk. If disapproved by the Board, the encumbrance is voided immediately. A voided purchase order number is not to be used again.

PURCHASING AND DISTRIBUTION (CONTINUED)

7. The assigned employee in charge of the purchase shall receive or certify receipt of merchandise by signing the receiving copy of the purchase order or partial payment form and then forwarding it (including packing slips, if available) to the Encumbrance Clerk. The signed receiving copy of the purchase order or partial payment form shall serve as authorization for payment to be made. The Encumbrance Clerk, however, shall not pay any bill unless it is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price, and its total cost. The invoice, requisition, packing slips (if available), and the receiving copy of the purchase order will be attached to the office copy of the purchase order and filed in the accounts payable office.

8. After ascertaining that proper accounting of the purchase has been made and that the files contain sufficient information to justify the expenditure of public funds, the Encumbrance Clerk shall pay the approved bill by issuing a warrant/check against the designated fund.

Change Orders:

When properly encumbering funds for goods or services, estimated costs are frequently used because of the uncertainty of shipping and other miscellaneous costs involved. If an item's actual cost differs from the encumbered amount, a change order is completed. If the cost of the item is less than what was encumbered, the computer will adjust the amount to pay and the remaining balance will be "unencumbered" from that purchase and go back into appropriations. If the cost of the item is more than what was encumbered (thus, more funds have to be obligated toward this purchase), the Encumbrance Clerk will determine if the amount of the overage would exceed remaining appropriations. If the overage would exceed appropriations, the purchase order will be put on a "hold" status until the Chief Financial Officer is contacted to see if a reallocation is desired to afford the expenditure.

The actual cost of the item cannot exceed the encumbered amount by more than 25% of the amount encumbered, not to exceed \$10,000. If an item's cost is over the 25% allowance or exceeds \$10,000, the change order must be approved by the school board before the item can be paid.

PURCHASING AND DISTRIBUTION (CONTINUED)

Emergency Purchases:

An emergency is defined as “a sudden, urgent, usually unforeseen occurrence or occasion requiring immediate attention.” For the purpose of a school district, an emergency would be considered any act that needs to be taken to guarantee the safety and well being of our students and employees. Examples may include a heating system failure in a building, or a bus engine malfunction while transporting students. If an emergency situation should occur, an employee is allowed to take the necessary steps to remedy the situation. The employee should spend only the amount needed to ensure safety. When this request is given to the business office, it should be noted that it was an emergency situation. The item will then be sent to the Superintendent for approval. Only the Superintendent can approve an expenditure as an emergency. The item will be approved by the Board of Education at its next regular board meeting and will be paid as usual.

Blanket Purchase Orders:

The school district may issue a blanket purchase order for recurring purchases of goods or services if a maximum authorized amount for all purchases pursuant to a blanket purchase order is specified in the order and approved by the purchasing officer or the Board of Education. Blanket purchase orders shall be prepared, filed, and encumbered in the same manner provided for purchase orders. The maximum authorized amount of a blanket purchase order may be increased to cover unforeseen expenses. A written explanation of said increase shall be attached to the blanket purchase order prior to payment.

Federal Funds:

Federal funds deposited in the state treasury pursuant to a federal grant-in-aid program may be expressed for the specific purpose for which they are held in trust, without regard to state constitutional limitations restricting the use of state funds. Under certain, very limited circumstances meals or refreshments and other such incidental expenses may be allowable expenditures from federal funds. A formal written agenda, which clearly sets forth the topics to be discussed, including what type of technical information is being disseminated or exchanged, shall be included with the request to adequately document the expenditure of such federal funds. Non-federal funds may not be used for such expenses even where such expenditures will be reimbursed with federal funds.

REFERENCE: OKLA . STAT. tit. 70, § 5-135 and OKLA. STAT. tit. 62, § 310.8

**It is illegal to purchase any item without a purchase order. The purchase order must precede the invoice. Reimbursables are limited to emergencies and are discouraged.*

FISCAL MANAGEMENT
Salary Deductions

Deductions are withheld in equal installments.

If an employee wishes to begin a salary deduction, it must be requested **in writing** and presented to the personnel office. (Ten or more personnel requesting salary deductions to the same institution are required before requests are honored.) If requests are received in the personnel office by the first week of the month, the deduction will be effective on that month's paycheck.

Requests for deductions of OEA, NEA dues are made through the building representatives.

New employees may join the Oklahoma State and Education Employees Group Insurance Plan within the first 30 days of employment by notifying the personnel office in writing. After the first 30 days of employment, the individual must provide evidence of insurability by filing an application with the personnel office.

To make application for American Fidelity and American Family Life, the employee must apply to the representative of the company who will, in turn, notify the personnel office of the deduction.

If an employee wishes to discontinue a deduction, (s)he may notify the personnel office **in writing** of a cancellation request at which time deductions will be marked for discontinuance. If the personnel office receives notice of deduction discontinuance by the first week of the month, the deduction will be cancelled on that month's paycheck.

FISCAL MANAGEMENT

Salary Forfeiture (N. 2005)

A teacher shall forfeit 1/181 of contract salary per day for any absence not authorized by negotiated leaves, granted professional leave(s), or leave that the Oklahoma Statutes require that only the cost of the substitute shall be deducted.

FISCAL MANAGEMENT

Sales

Sales representatives shall not call on teachers or staff without prior authorization from the Superintendent or Superintendent's Designee.

In the case of special visits made by sales representatives for the purpose of demonstrating equipment, the Superintendent or Superintendent's Designee will arrange time and place if the district has any interest in the equipment.

Insurance, annuity or other personnel benefit material are not allowed to be circulated among staff

Planning periods are to be used for instructional planning and not for personal visits with sales representatives.

SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS

Board of Education of the Claremore School District believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. §70, 5-129-129.1.

In compliance with the provisions of state law HB 2107 (1996 Leg.), the Claremore School District has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and Board policies and procedures pertaining to school activity funds.

Organizations have the following options regarding the management of their funds related to the Claremore Public School District:

TYPE I: Funds may be deposited and expended through a Board-approved school activity account at their local school site. Organizations who choose to deposit their funds in a Board-approved school activity account must follow the Oklahoma Statutes Title 70.5-129 and the District's policies and procedures for school activity funds.

TYPE II: Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the District's school activity fund upon being status by the Claremore Board of Education under the granted sanctioning requirements of this sanctioning policy. Organizations are still required to apply for sanctioning annually.

TYPE III. Sanctioned with 501(c)(3) status – The organization agrees NOT to pay any district employees except through the school districts payroll. For those persons who are employees of the organization and perform services for the organization as an

**SANCTIONING OF ORGANIZATIONS
AND ASSOCIATIONS (continued)**

TYPE III. (continued):

employee but who are NOT employees of the school district, the organization agrees to withhold applicable payroll taxes and report such earning to the federal government. The organization is advised to consult a tax professional. Organizations who have previously obtained IRS designation as a 501(C)(3) organization are still required to apply for sanctioning by the Board of Education.

In compliance with the provisions of state law HB 2107 (1996 Leg.), the Claremore School District has established procedures to provide for sanctioning of adult led organizations and associations exempted or applying to be exempted from statutory controls and Board policies and procedures pertaining to school activity funds.

In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

An adult led organization is defined as any organization which:

1. Is managed or operated by adults rather than students.
2. Uses student assistance to a minimal degree and is not assisted by students during the school day.
3. Does not consume school materials in advertising its activities.
4. Does not represent itself as a school organization but clearly defines itself as a parent or booster club; and

**SANCTIONING OF ORGANIZATIONS
AND ASSOCIATIONS (continued)**

An adult led organization is defined as any organization which (continued):

5. Maintains bank, financial, and tax -exempt status separate from the school district.

Procedures for requesting exemption:

All organizations that meet the requirements for adult led organizations may petition for exemption to the activity fund requirements. If the board grants such an exemption, the organization will not be required to have its funds processed through the school activity fund accounts and it will not be required to have its fundraisers under the control of the board of education.

A petition for exemption must include the following:

1. A list of officers.
2. Names of individuals who have purchasing authority.
3. Bank account numbers and identification numbers.
4. A statement explaining how funds will be raised and how they will be used.
5. How the organization is an extension, expansion or promotion of the activities of the student group.
6. A copy of the organization's charter and by-laws.
7. Documents proving that it has met all requirements, pursuant to state and federal law, to be considered a non-profit or tax-exempt organization.

The petition shall be submitted to the superintendent or board clerk and, within 60 days of submission, the board shall either approve or deny the petition by action in an open meeting at the beginning of the districts fiscal year (July 1 – June 30). Normally sanctioning occurs in the July or August Board of Education Meeting.

**SANCTIONING OF ORGANIZATIONS
AND ASSOCIATIONS (continued)**

Requirements for Remaining Exempt:

1. Adult led organizations must utilize funds to support students AND their programs, working in collaboration with Principals and Head coaches/Directors.
2. Adult led organizations shall not use students or district employees for fund raising during school hours.
3. Adult led organizations shall not use the district's mailing address nor that of individual schools.
4. Adult led organizations shall not use the district's federal identification number.
5. Adult led organizations shall not incur debt in the name of the school district of individual schools.
6. Adult led organizations shall not have joint-fundraisers with any school-sponsored organization.
7. Adult led organizations shall not have district employees as their sole fund custodians.
8. Adult led organizations shall not allow district employees to perform bookkeeping functions.
9. Adult led organizations shall not allow district employees to make purchases or sign fundraising agreements in the name of the organization.
10. Adult led organizations shall not allow district employees to be the sole signatories on the organizations' bank account signature lists.
11. Adult led organizations must maintain appropriate and current accounting records.
12. Adult led organizations must submit financial records to the district's internal auditor, or an external auditor, annually or immediately upon request of the District.

**SANCTIONING OF ORGANIZATIONS
AND ASSOCIATIONS (continued)**

Requirements for Remaining Exempt:

13. Adult led organizations must comply with other district policies, regulations, and rules as they relate to fund raising activities on district property.
14. Adult led organizations must make the district immediately aware of any changes in Their organizational structures or fundraising activities not included in the original petition for exemption. This knowledge should be shared with the superintendent, or CFO, or board clerk.
15. Adult led organizations shall not publish or otherwise publicly indicate that it has been sanctioned by the school district.
16. Adult led organizations may not use the District logo without prior written permission of the superintendent or designee.
17. Adult led organizations may not say that it represents the school district or is affiliated with the school district in dealing with vendors or the public in general.
18. Adult led organizations that are sanctioned have liability for its actions, not the school district.

Any adult led organization that fails to follow the requirements outlined in this policy may lose its exempt status. At any time, the board of education may, in its discretion, withdraw sanctioning if it deems it to be in the best interests of the school district. The sanctioning/de-sanctioning is in the total discretion of the board of education. No faculty account will be allowed to obtain an exemption from the requirement of maintaining a school activity fund account.

CLAREMORE PUBLIC SCHOOLS REPORT OF PROFESSIONAL DEVELOPMENT POINTS

Name: _____ Position: _____

School: _____

Name of Activity, Workshop, Etc:

Address where held:

Date(s):

Number of hours:

Description of Activity:

Trainer/Facilitator's Name:

Teacher's Signature

Date

Points

Building PD Rep. Signature

Please indicate **one** of the following, which categorizes the above activity:

- | | | |
|--|---|---|
| <input type="checkbox"/> Professional/Admin. | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Computer Workshop |
| <input type="checkbox"/> Guidance/Counseling | <input type="checkbox"/> Foreign Languages | <input type="checkbox"/> Okla. Dept. of Education |
| <input type="checkbox"/> Library | <input type="checkbox"/> Home Economics | <input type="checkbox"/> Personal Prof. Dev. |
| <input type="checkbox"/> Nursing | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Multi-Cultural Education |
| <input type="checkbox"/> Education | <input type="checkbox"/> Industrial Arts | <input type="checkbox"/> 1 st Day of School General Management |
| <input type="checkbox"/> Health/Phys. Ed. | <input type="checkbox"/> Business | <input type="checkbox"/> OEA State Convention |
| <input type="checkbox"/> Art | <input type="checkbox"/> Psychology | <input type="checkbox"/> OEA Zone Day |
| <input type="checkbox"/> Music | <input type="checkbox"/> Athletics/Coaching | <input type="checkbox"/> Parental Outreach |
| <input type="checkbox"/> Language Arts | <input type="checkbox"/> Driver's Education | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Speech/Drama | <input type="checkbox"/> Reading | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Journalism | <input type="checkbox"/> Vocational | <input type="checkbox"/> Science |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Common Core | |



Claremore Public Schools Activity/Absence Request for Overnight/Out-of-State Trips

Teachers, sponsors, or coaches requesting an overnight activity for students must furnish the following information to the Principal/Athletic Director before the Board of Education will approve trip.

Staff Member Making Request: _____ Phone Number/Ext.: _____

Dates of Event: _____

Organization/Team/Club/Class: _____

Number of Students: _____

Chaperones and Cell Phone (approximate ratio of 1 adult for every 10 students is required):

Description of Activity (when, where, what, and why):

Method of Transportation: Not Applicable School Bus School Vehicle Other
(Explain) _____

If using school transportation, the Transportation Request must be submitted with this form.

Type of Activity (Check One):

- O** On Campus: This code will be used when a student is on campus and participating in a school activity.
- F** Field Trip: This code will be used when a student is on a field trip off campus.
- S** School Activity: This code will be used when a student is representing the school in school-approved organization sanctioned by the school, OSSAA, NASSP, OBA, or other qualified and approved sanctioning.
- Q** Qualifying Event: This code will be used when a student is absent from school for a OSSAA, NASSP, OBA, or other school approved sanctioning organization for interscholastic or other competitive events that are also sanctioned as post-season state or national qualifying events.

Date & Time of Departure: _____

Date & Time of Return: _____

Departure Location: _____

Return Location: _____

Staff Member's Cell Phone # or Telephone # at Destination: _____

Activity Emergency Card on file for each student participating in this activity? YES NO
Parent Permission Forms on file for this activity on file? YES NO

LIST ALL STUDENTS ATTENDING THE ACTIVITY ON PAGE 2

**CLAREMORE PUBLIC SCHOOLS
PURCHASE REQUEST**

F-009

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V# _____
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o Attention: _____

CONDITIONS:

1. Invoices to be rendered in duplicate.
2. No Payment to be made until order is complete.
3. Back Orders not accepted.
4. Goods to be delivered as per address in Ship To.
5. Exempt from Sales Tax.
6. Deliveries acknowledged subject to Purchaser's inspection.

BILL TO:

Claremore Independent School District
Accounts Payable
310 N. Weenonah
Claremore, OK 74017

OCAS CODE	Quan.	Description & Product Number	Unit Cost	Total Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
		ADD: SHIPPING		
		TOTAL AMOUNT OF REQUEST		

Requested By: _____

Date: _____

Request Approved
By: _____
Principal/Site Administrator

Date: _____

Approved for Purchase

Superintendent of Schools

Date: _____

Purchase Order Number Assigned: _____

Assigned By: _____

FISCAL MANAGEMENT

Teacher School Warrants: Payment Conditions (N, 1993)

The 15th day of the month is the pay date unless the 15th falls on a weekend or holiday, at which time pay will be distributed on the last working day before the weekend or holiday.

Beginning with the 94-95 school year, teachers will be paid 12 months of once monthly equal warrants.

All monies owed any individual will be paid in full on the last contract day, providing the individual has met all district employment obligations.

Individuals will make appropriate advance arrangements to cover summer insurance premiums and/or any other payroll deducted payments. This would allow coverage to continue uninterrupted. The business office will provide the necessary documentation to deal with the required paper trail.

FISCAL MANAGEMENT**Treasurer**

The treasurer shall receive all funds of the school district and shall report receipt of funds to district bookkeeping.

All donations or gift monies shall **first** be sent to the treasurer's office and will be deposited to the General Fund Account.

All claims and warrants to be paid shall be approved by the Board of Education and submitted to the treasurer for payment from the approved claims and warrants within the provision of the school budget and appropriations available to pay same.

The treasurer shall maintain an accounting system which conforms to the requirements of the State Department of Education.

The accounting system shall disclose all receipts, appropriations and expenditures of the district.

The accounting system shall be open for inspection by members of the Board of Education or its designated officials at all times.

FISCAL MANAGEMENT

Treasurer, Assistant

The assistant treasurer may perform any of the duties and exercise any of the powers of the local treasurer with the same force and effect as if the same were done or performed by the treasurer.

Before entering upon the discharge of his duties, the assistant treasurer shall give a bond in such amount as the board of education may designate.

INSTRUCTION

Advanced Placement (AP) Instruction Compensation

Instructors for Advanced Placement courses will be compensated for additional research and responsibilities in the amount of \$2,000.00 for each course taught per term.

INSTRUCTION**Class Ranking, Computing Student Grade Points For**

The total accumulated grade point average (GPA) will be computed for each student to determine class rank for national and state honor societies, for the honor student list, and for the valedictorian honors.

Any student with a 4.0 GPA or better will be given the numerical class ranking of number one (1).

The class rank is one more than the number of students in a class who have a grade point average greater than the student in question. For example, if four students tie for a number one ranking, the next ranked student will be ranked as number five (5).

All courses to be used in this computation must be those graded by A, **B**, C, **D** or F and those in which the difficulty level is at or above grade level.

Any Student who has a GPA of 4.0 or better is designated as an honor student.

To be considered as a valedictory candidate, all requirements listed in Valedictory Candidates must be met.

For purposes of aiding students who are applying for college admissions and scholarships, a tentative class ranking will be issued at the end of term one of each year.

A final calculation for the purpose of naming honor students and valedictorians will be made at the end of the third block of the senior year.

INSTRUCTION**Concurrent Enrollment Policy**

Enrolled twelfth grade students may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students if they meet the following requirements:

- a) Students must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing program or the Scholastic Aptitude Test.
- b) Students must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal.

Enrolled eleventh grade students may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students if they meet requirement(s) above and the following requirements:

- a) Students must achieve a composite score at the 90th percentile or above on the American College Test (ACT) using Oklahoma norms, or achieve a combined verbal and mathematical score on the Scholastic Aptitude Test (SAT) at the 90th percentile or above using national norms.
- b) If the student's ACT or SAT composite score does not meet the 90th percentile requirement, but the subscore(s) is at the 90th percentile, the student may enroll in coursework in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

A student admitted under the provisions set forth in Section 1 or 2 above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit hours of college work. Students wishing to exceed this limit may petition the selected higher education institution.

A student who is otherwise eligible under this policy may enroll in a maximum of nine semester-credit hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution.

INSTRUCTION**Concurrent Enrollment Policy** (continued)

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students or purposes of admission.

Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.

Students must complete required core subjects at the high school level. These 16 required units include:

- 16 Required Core Subjects
 - 4 credits English (no substitutes and taken in grade level sequence)
 - 3 credits Mathematics (taken in sequence). Beginning and Intermediate Algebra count as only one credit towards graduation.
 - 4 credits Social Studies (no substitutes and taken in grade level sequence)
 - 1/2 credit Oklahoma History
 - 1/2 credit World Geography
 - 1 credit US History I / Government
 - 1 credit US History II
 - 1 credit World History or AP World/Europe History
 - 3 credits Science taken in sequence
 - Physical Science
 - Biology
 - Science Elective
 - 2 credits Fine Arts

Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

A legal school day for a student who is concurrently enrolled is a combination of high school enrollment and college enrollment. Attendance for a student who is participating in concurrent enrollment is a combination of attendance at the high school and at college.

Work completed at the college level will not be counted toward meeting high school graduation elective requirements.

Travel time necessary for students to participate in concurrent enrollment at a college or university may be counted toward meeting the 7 period school-day requirement. Only one travel period is allowed per semester.

Students who meet the requirements for concurrent enrollment shall not be prohibited from participating in the program.

INSTRUCTION**Concurrent Enrollment Policy (continued)**

Students who begin a semester with the intention of participating in the concurrent program but who, for some reason, drop out of the college course, must return to the high school for additional classes. No makeup work will be allowed for the missed time at the high school.

Following high school graduation, students may continue enrollment at the institution to which they have been admitted or may transfer to another institution in the State System, provided that during the provisional enrollment period the student has achieved a college grade-point-average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

The district shall disseminate materials explaining the requirements, features, and opportunities of concurrent enrollment to all high school students prior to enrollment each year. A counselor or counselors will be designated to implement this section and will be named as contact person(s) for detailed information.

INSTRUCTION

CRT Preparation and Remediation Plan

General Plans

Teachers in core areas, K through 12th grade, will redouble efforts to prepare students for CRTs by making certain Oklahoma curriculum is taught and that less capable students are re-taught when necessary.

Teachers of 5th, 8th and 11th grades will identify students who are at-risk of unsatisfactory performance and attempt to engage those students in tutoring and/or computer assisted labs, where available.

At-risk Central 5th graders may be scheduled into in-school remedial programs with 6th graders who are to re-take the tests. Will Rogers Junior High 7th graders may be scheduled into in-school remedial programs with 8th graders who are to re-take the tests as one method of providing re-teaching. At Claremore High School, 9th through 12th grade at-risk students may be scheduled into in-school remedial programs also for the purpose of providing re-teaching.

Using technology funds and federal funds, purchase computer assisted instructional technology, which has been specifically designed for or correlated to the 5th, 8th and 11th grade CRT tests. This technology should be equally effective to prepare students for first-time test efforts or for remediation and test re-takes.

Teachers in grades K-4 will implement the Claremore Reading Sufficiency Plan in accordance with the Reading Sufficiency Act (HB2878).

All students will be given multiple on going assessments to determine reading skill development. Students in grades 1-3 identified as below grade level will be placed on an individual Reading Assessment Plan.

The results of the 8th and 11th grade CRT tests will be recorded on the student official transcripts. Unsatisfactory results, which are recorded, will be changed to reflect subsequent satisfactory scores on retakes.

Establish applied math, science, and communication courses so students will be better acquainted with application of basic skills through problem solving.

Eliminate math courses currently offered at CHS which are lower in skill level than are Algebra I and Geometry. The PASS/CRT remediation courses are more appropriate and more effective for students needing further basic instruction.

1. Develop Advanced Placement courses within the core area subjects for 10th, 11th and 12th grades.

INSTRUCTION**CRT Preparation and Remediation Plan, continued****1998 -1999****Remediation Plan for 5th Grade CRT**

1. All currently enrolled 6th graders who failed the Reading section of the CRT are enrolled in a Title I remedial lab.
2. All currently enrolled 6th graders who failed any other section of the CRT will be identified in the homerooms and remediation will be ongoing. During the 3rd quarter of the year those students may be pulled from elective classes for review.
3. The A+ PASS Practice Books will be utilized for specific review and remediation. The CCC lab will also serve as a remediation tool. Teachers will review appropriate test taking skills.
4. The counselor and teachers, to assist and motivate students toward higher achievement, will conduct conferences with students/parents.

Remediation Plan for 9th through 12th Grades

1. Each department at Claremore High School, the English, math, history and science departments will prepare study guides and /or worksheets for remediation and these packets will be taught to students who need to retest. The study packets will be prepared and revised by each department by early December of each year.
2. The teaching sessions for remediation will take place on Saturdays and evenings as scheduled by the counseling department at Claremore High School from January to March of each year. This is the time period closest to the time that test will be administered. The State Department of Education of Oklahoma generally designates several weeks in March of each year for the Criterion-Reference Tests.
3. The teaching sessions will be offered in morning sessions from 9-12, afternoon sessions from 1-4 and evening sessions from 5-8. The study packets will be taught in the classroom settings at Claremore High School.
4. The number of classes will vary per student due to the other options a student may choose after signing a contract through the counseling office, such as 5 hours of CCC lab during Encore. Another option is to take a class, which the student has not already taken, which will meet the objectives for the test that he/she needs to retake. This is an additional class above CORE requirements.

INSTRUCTION**CRT Preparation and Remediation Plan, continued****Remediation Plan for 9th Through 12th Grades, continued**

5. Alternative students who need to remediate in any of the CORE areas (English, math, history or science) will be included in this plan as well. They may also utilize their evening CCC labs.
6. If a student has not completed one of the above listed options, his/her FINAL option for remediation is a **3-hour remediation session with a study packet in each respective area(s) needed. The session will be with a teacher or designee of the high school principal.**

The student will pay \$25.00 for each remediation area(s). A student's diploma will be held until remediation is completed and the \$25.00 per area is paid to Claremore High School.

7. Any student choosing to NOT complete a remediation plan after having not passed one or more of his/her Criterion-Reference Tests will have their diploma held until that plan has been completed for each area the student failed.

INSTRUCTION
Curriculum Authority

The Superintendent and/or designee for Curriculum and Instruction are responsible for the supervision of instruction.

Committees shall be organized, at the direction of the Superintendent or designee for Curriculum and Instruction, which shall meet to assist in curriculum development or changes.

Changes

Any additions to the curriculum shall be approved upon the recommendation of the Superintendent and/or designee for Curriculum and Instruction.

INSTRUCTION
Evaluation

A committee appointed by the Superintendent and/or designee for Curriculum and Instruction shall evaluate educational results annually. The committee shall be composed of teachers, principals and the person in charge of the curriculum.

INSTRUCTION
Grading Policy

It shall be standard policy that the following grading scale must be used in the Claremore School District:

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

Elementary level semester grades for students shall be determined by averaging nine week grades obtained by them during that semester.

Secondary level block (semester) grades shall be determined as follows:

Four-fifths (4/5) for daily work and tests required during the first block and one-fifth (1/5) for the block test administered at the end of the first grading period.

Four-fifths (4/5) for daily work and tests required during the second block and one-fifth (1/5) for the block test administered at the end of the second grading period.

All written work and tests affecting the grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. Block papers and large scale projects shall be returned but are excluded from this time frame.

Standardized or teacher-made tests, the validity of which may be compromised by circulation, will ultimately be retained by the instructor.

INSTRUCTION**Grading Policy, Handicapped Students**

Semester grades for a qualified handicapped student are determined by the student's participation in his individual education program relative to his ability level. A failing grade may be given for one of the following reasons:

- a. A student's attendance is so poor that he is not benefiting from his individual plan. This student's poor attendance must not be due to medical or psychological reasons as documented on the IEP.
- b. A student makes no effort to participate in class or to complete assignments either in or out of class when presented with appropriate level materials and modifications and with appropriate performance expectations.
- c. A student is so disruptive that he is a detriment to the learning environment. This student should be referred to Special Services for a review of placement.

Documentation is required to cite the reason for failure of a handicapped student in a class or subject.

GRADUATION REQUIRMENTS

College Prep/Work Ready: World Language or Computer Technology Option	Standard Granduation Option
<p>Graduation candidates must meet the following criteria:</p> <ul style="list-style-type: none"> ● 4 Units English (No substitutes and taken in level sequence) ● 4 Units Mathematics Beginning Algebra, Intermediate Algebra, Geometry, and Algebra II ● 4 Units Social Studies (No substitutes and taken in grade level sequence) ● 3 Units Science (Taken in sequence) Physical Science, Biology, Science elective ● 1 credit Fine Art ● 2 Units of the same World Language OR 2 of Computer Technology ● 10 Units of Electives ● Complete a norm-referenced assessment in order to graduate. The norm-referenced assessments include but are not limited to: ACT, PreACT, SAT, PSAT, ASVAB, EOI, or Advanced Placement Test. ● 28 UNITS TO MEET GRADUATION REQUIREMENT <p>All students must meet Personal Financial Literacy, ICAP, FAFSA, and CPR Requirement</p>	<p>Graduation candidates must meet the following criteria:</p> <ul style="list-style-type: none"> ● 4 Units English (No substitutes and taken in level sequence) ● 4 Units mathematics (Taken in sequence) Beginning Algebra, Intermediate Algebra, and two more maths units of a higher level ● 4 Units Social Studies (No substitutes and taken in grade level sequence) ● 3 Units Science (Taken in sequence) Physical Science, Biology, Science elective ● 1 credit Fine Arts ● 1 credit Computer Technology ● 11 Units of Electives ● Complete a norm-referenced assessment in order to graduate. The norm-referenced assessments include but are not limited to: ACT, PreACT, SAT, PSAT, ASVAB, EOI, or Advanced Placement Test. ● 28 UNITS TO MEET GRADUATION REQUIREMENT <p>All students must meet the Personal Financial Literacy, ICAP, FAFSA and CPR Requirement</p>

GRADUATION REQUIRMENTS, HIGH SCHOOL (continued)

Eligibility of Graduation Ceremony

To participate in the graduation ceremony, students must fulfill 32 units. If a student is within 1 earned credit (1/2 unit), they are eligible and may also participate in the ceremony.

Tribal Regalia

Students may wear tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, and other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.

Claremore High School Transfer Policy

Incoming CHS Students from Other School Districts:

The number of Units required to graduate from Claremore High School is 28 on both the Standard Graduation Plan and the College Bound Graduation Plans. Students have the ability to earn 8 Units each academic year. CHS recognizes that students transferring from other schools have likely accrued less Units due to the differences between Block Scheduling and a traditional 6 or 7 period day. Due to these differences, the following reduction of required Units will allow students to graduate with their cohort class, without the need of recovering Units due to these differences.

Grade Entering CHS (or total years at CHS)	Number of Units Required to Graduate
12 th (1 year)	25
11 th (2 years)	26
10 th (3 years)	27
9 th (4 years)	28

GRADUATION REQUIRMENTS, HIGH SCHOOL (continued)

Incoming CHS Students from Other School Districts (continued):

*Reduction in required Units is for Elective Units only.

**All Core Units must still be met.

***Students must still complete the state requirements of Personal Financial Literacy and CPR training.

****If a student leaves CHS and returns, they will be required to complete the number of Units for the total years spent at CHS (in parenthesis, ie. a student who attends CHS their 9th and 10th grade year, another school their 11th year, and returns their 12th year would have a total of 3 years at CHS. They would be required to have 27 Units to graduate).

Incoming Claremore Learning Center Students:

The number of Units required to graduate from Claremore Learning Center is 23 which includes 16 Core Units and 7 Elective Units. No reduction from 23 Units is allowable due to Oklahoma State minimum required coursework to graduate. Students are required to complete the additional requirements for PFL, CPR, ICAP, and FAFSA as required by the state. Students attending CLC are required to follow all policies outlined in the CHS Student Handbook.

CLAREMORE HIGH SCHOOL
VALEDICTORIAN and SALUTATORIAN
CANDIDATE POLICY starting class of 2021

Valedictorian and Salutatorian candidates must meet all of the following criteria:

- Candidate must have successfully completed graduation requirements with all course work at or above grade level.
- Candidate must have attained a 4.0 weighted grade point average (GPA) or better by the end of the third block of senior year.
- Candidate must have completed 8 credits of weighted courses (Honors, Pre-AP or AP) from four (4) of the following curriculum areas: Language Arts, Mathematics, Social Studies, Science, World Language, and/or Fine Arts.
- Of these 8 credits, candidate must have completed a minimum of four AP courses from three different curriculum areas.
- Candidate must have received no final grade lower than a 'B' in any course – (exception: 'C's' in AP courses which are equivalent to a 'B')
- ACT score must be 26 or greater, or meet all 4 benchmarks set by ACT for senior year(National Test Only), or SAT score of 1240 or greater
- It is recommended to enroll in honors level coursework beginning freshman year.

For the purpose of aiding students who are applying to colleges for admission and scholarships, a tentative class ranking will be issued at the end of Term 1 of each year. A final calculation, for the purpose of naming the Valedictorian and Salutatorian candidates, will be made at the end of the third block of senior year. The top four students will be named Valedictorian and shall speak at graduation. The remaining students that meet this criteria will be named Salutatorian.

VALEDICTORIAN GRADUATION SPEAKER

The students selected to speak at graduation will be the four (4) top students in the class with the highest weighted grade point averages who have successfully met all the requirements for Valedictorian. Students who choose to graduate early will not be eligible for Valedictorian as they will finish with less credits. However, they can be a Salutatorian.

VALEDICTORIAN/SALUTATORIAN CANDIDATE CHECKLIST

- 4.0 weighted GPA or better
- No grade below a “B” (Exception: May have a “C” in an AP course)
- 8 Honors, Pre-AP, or AP courses in 4 subject areas; 4 must be AP courses in 3 subject areas
- ACT Score _____ or SAT Score _____

Subject Area	Course Name	Course Name	Course Name	AP Course
Language Arts				
Mathematics				
Social Studies				
Science				
World Language				
Fine Arts				
Liberal Arts				

INSTRUCTION**Students seeking a Transfer from a Non-Accredited School or a Home School Only Will Be Granted Provisional Approval Pending Review of Test Results and Application of Policy Criteria to the Placement Deemed Appropriate**

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant student desires to enroll.

Students desiring to transfer from private schools not accredited by a state agency or from a home school may be required to take placement tests as determined by the administration and the administration will decide the appropriate placement primarily based upon placement test results. Accordingly, students applying for a transfer from such schools may be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval.

An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

INSTRUCTION
Home School, Withdrawal to

It is recommended that parents who wish to exercise the option for home school give written notification to the principal of the school that the child would have attended. The letter should state that they are aware of -the compulsory attendance laws of the State of Oklahoma and the statutory requirements with which a private or home school setting should comply.

1. Maintaining the home school for 180 days per each calendar year.
2. Conducting the home school six clock hours or 360 minutes per day.
3. Following a definite curriculum or design for learning.
4. Establishing that academic progress of the child has occurred.

Parents may fulfill requirement #4 (above) by arranging for the home schooled student to take school-wide standardized tests administered each spring semester.

Parents should submit a new written notification each subsequent year that the student is on a home school program.

The school district is not obligated to provide textbooks, materials, resources, or any other aid.

INSTRUCTION**Honor Societies, State and National**

Academic honor societies open for membership to Claremore Public School students are the National Honor Society on the high school level and the Oklahoma Honor Society at the junior high and high school levels. Admission to these honor societies is governed in part by national or state charters and in part by local by-laws. On a local level, standards set by national or state charters may be raised by not lowered or compromised.

Admission to the National Honor Society (NHS) is regulated by an academic screening committee. Candidates are considered based on character, leadership, service and scholarship. Character, leadership, and service are rated on a secret ballot by educators who have knowledge of the candidate's strengths in these areas. Scholarship is demonstrated by the candidate's achievement of an accumulated grade point average of 3.6 or better on a 4.0 scale. Graduates in 1997 and 1998 are required to have a GPA of 3.3 to qualify for this honor. While all courses taken by the candidates will be at a difficulty level which is on or above grade level, some classes must be designated as honors and/or advance placement classes.

Admission to any level of the Oklahoma State Honor Society is based on criteria found in the Oklahoma Department of Education Administrator's Handbook. Membership is limited to the top ten percent of all students at each level. All grades used to determine ranking at each level of membership shall be based on an accumulated grade point average earned in course work completed at a difficulty level which is on or above grade level.

INSTRUCTION
Honor Students

Any senior student who has earned a grade point average of 4.0 or better will be designated as an honors graduate and will be identified as such during commencement ceremonies.

For purposes of aiding students who are applying for college admissions and scholarships, a tentative class ranking will be issued at the end of term one of each year.

A final calculation for the purpose of naming honor students will be made at the end of the third block of each year.

INSTRUCTION

Honors Classes, Entry Criteria For

To enroll in an honors and/or advance placement class, the student must have earned a minimum final grade point average of 3.5 in that subject from the previous year or a 3.0 average if the previous class was an honors and/or advance placement class.

The student must maintain a C average or better to remain in the honors and/or advance placement class. If a schedule change is indicated, that change will be implemented at the end of the block.

INSTRUCTION

Promotion, Proficiency Based

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students under the age of 18 must have written parental permission for proficiency assessment.

Proficiency will be demonstrated by assessment appropriate to the curriculum area through criterion referenced tests. Additionally, credit for laboratory sciences will require that students are able to perform relevant laboratory techniques. Credit for other courses may require portfolios or demonstrations which reflect proficiencies required for credit in those courses.

Students will have the opportunity to demonstrate proficiency in the core areas identified by Oklahoma School Law (70-11-103.6):

- a . S o c i a l S t u d i e s
- b . L a n g u a g e A r t s
- c . T h e A r t s
- d . L a n g u a g e s
- e . M a t h e m a t i c s
- f . S c i e n c e

Qualifying students are those who are legally enrolled in the Claremore Public School District.

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% and/or comparable performance on a demonstration or portfolio.

Students must progress through a curriculum area in a sequential manner. Elementary, junior high, or high school students may demonstrate proficiency and advance to the next level in one or more curriculum areas.

Proficiency assessment will measure mastery of the learner outcomes (priority academic student skills). The assessment will be aligned with curriculum and instruction.

Proficiency assessment will be offered for two week periods in June, August and December. Parents, guardians and students are requested to consult with the classroom teacher previous to applying for assessment. The application can be obtained from the principal and is due at least two work days previous to testing dates.

A student will be allowed to take proficiency assessments in multiple subject areas. If proficiency is not demonstrated, the student may try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript,

Exceptions to standard assessment may be approved for those students with disabling conditions.

INSTRUCTION

Promotion, Proficiency Based, continued

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.

The principal and teacher will confer with parents in making such promotion/acceleration decisions. Such factors as social growth and maturity should be considered.

If the parent or guardian requests 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.

For students who **HAVE PREVIOUSLY** had curriculum with a similar course description, the scoring and the notation of the scoring on proficiency tests will be in the following manners:

From non-accredited schools or home schools:

Students coming from non-accredited school or home school who choose to take a proficiency test will score 70% or above to receive credit. The grade they receive on the proficiency test will be recorded on their transcript as their grade for the course.

From accredited K-8 schools:

Students coming from K-8 accredited schools who choose to take a proficiency test in specific courses to obtain high school credit will score 70% or above. If they achieve proficiency, then the grade they received for that specific course in the K-8 school will be recorded on their transcript. Any eligible credits received before 9th grade will count as high school credit, but will not be calculated in the GPA.

From an accredited school — Students who have taken a course PREVIOUSLY and obtained a F (failing) grade:

Students having previously taken a course and obtained a F (failing) grade in the course, who choose to take a proficiency test, will score 70% or above to receive credit. The grade they receive on the proficiency test will be recorded on their transcript as their grade for the course. This credit will not replace the failing grade as it will remain on the transcript.

INSTRUCTION

Promotion, Proficiency Based, continued

For the purpose of demonstrating proficiency for grades 1-8 and to receive credit if THE STUDENT HAS NOT PREVIOUSLY participated in the grade level:

Students in grades 1-8 who demonstrate proficiency at the 90% level shall be advanced to the next grade level of study in that subject area(s). Assessments will consist of one test per grade with 5 separate sub-tests. The subject areas are: reading, mathematics, language arts, science, and social studies.

For the purpose of demonstrating proficiency for a high school course and to receive credit if THE STUDENT HAS NOT PREVIOUSLY taken the course:

Students in grade 9-12 who choose to take a proficiency test in a specific course to obtain high school credit must score 90% or above to receive credit in that course. Students meeting this requirement will receive an "A" on their transcript for that specific course.

Options available for students who demonstrate proficiency will include:

- a. Grade or course Advancement
- b. Cluster Grouping
- c. Concurrent Enrollment
- d. Correspondence Courses
- e. Independent Study
- f. Cross-grade Grouping

In no event shall this policy be counter-to or conflict with any of the provisions of Title 70 O.S. Annotated Section 11-103.6C.

INSTRUCTION
Specifications

School sponsored activities usually held outside of regular school hours are considered a part of the curriculum and as such, are supervised, organized and administered by the instructional staff.

The content of the education program of Claremore Schools shall comply with the requirements established by law and shall observe all rules and regulations set forth by the State Department of Education and the North Central Accreditation Association.

The curriculum shall reflect coordination and correlation between and including kindergarten through grade twelve.

INSTRUCTION

Testing Policy, In-District

Beginning with the 1999-2000 school year the elementary sites will conduct multiple on-going assessment for the purpose of monitoring progress in math and reading. The STAR Reading and STAR Math tests will be given quarterly to all 3rd through 6th graders.

In grades 1st and 2nd separate testing, both formal and informal, for reading and math will be given and may include the STAR Reading.

All results from the assessments will be used to monitor progress in skills and will not be a part of the grade average on report cards.

This policy is for indistrict purposes and the results will not be used externally.

State testing for 1999-2000 in the elementaries will include the 5th grade CRT tests only.

INSTRUCTION

Testing Reading Proficiency for Driver's License

Students failing to meet the proficiency grade level on the reading portion of the 8th grade Criterion Reference Test will be given the STAR Reading Test as an alternative test for proficiency.

Students failing the retest may schedule retesting through the Special Services Department at a cost of \$25.00 per test.

Testing dates will be posted at the Special Services office and fees will be paid at the time of testing.

Students not enrolled in Claremore Public Schools may take the STAR Reading Test **by** scheduling an appointment through the Special Services Department. A fee of \$25.00 will **be** charged for each test. Students from other school districts must provide documentation, including the official school seal, of their current enrollment to be tested.

INSTRUCTION

Valedictory Candidates and Honor Graduates

Valedictory candidates must meet all of the following criteria:

Must have successfully completed graduation requirements with all course work at or above grade level difficulty.

Must have maintained a 4.0 grade point average or better.

The valedictory candidate must have completed eight terms (16 blocks) of honors and/or advance placement level classes from grades 9-12 representing four of the following curriculum areas: Language Arts, Mathematics, Social Studies, Sciences, Foreign Languages and Fine Arts.

The valedictory candidate must have received no final grade lower than a B in any class.

For purposes of aiding students who are applying for college admissions and scholarships, a tentative class ranking will be issued at the end of term one of each year.

A final calculation for the purpose of naming the valedictorians will be made at the end of the third block of the senior year.

Changes in this policy are to be instituted with the graduating class of 2000.

INSTRUCTION**Weighted Grading Scale - Honors & Advanced Placement Courses**

All honors courses carry a .5 advantage on a weighted grading scale.

Advanced placement courses carry a 1.0 advantage on a weighted grading

scale. A grade of F in either will result in a zero number of grade points.

Recommendations for classes to be added or deleted from the list of weighted grade classes shall be submitted to the principal by the department chairperson.

A committee shall be appointed by the Principal to evaluate additions and/or deletions to the list of weighted grade classes. This committee will make recommendations to the Principal who may send the recommendations to the Superintendent and Board of Education.

A list of all classes designated as weighted shall be on file in the Superintendent's and the high school Principal's offices with the date of board approval.

Honors weighted classes available:Language Arts 5 courses

Enriched English
English I
English II
English DI
English IV

Mathematics 5 courses

Geometry
Algebra II
Statistics & Probability
Trigonometry
Analysis

Science 4

courses Physics
Genetics
Biology I

Fine Arts 1 course

Debate IV

Social Studies 4 courses

Oklahoma
History/Geography American
History I American History
II World History

Advanced Placement Weighted Classes Available:

Biology II	Chemistry II	Advanced German	Advanced Spanish
Calculus I	English III	Music Theory	Studio Art
Calculus II	Advanced French	Psychology	United States History I & II

NEGOTIATIONS

Board Negotiating Agents/Superintendent's Role in Negotiations

The Board is ultimately responsible for negotiations with employee units. The superintendent will be the chief negotiator for the Board; however, with Board approval, he has the authority to delegate this responsibility to another administrator, provided that administrator does not belong to a unit that negotiates with the Board, or the superintendent may recommend that an outside negotiator be appointed.

If an outside negotiator is appointed, fees or salary will be as determined by the Board.

Out of his knowledge of the school district and practices elsewhere, the superintendent is expected to provide information and counsel to the Board; in matters of bargaining, he will work in the best interests of the school district as a whole.

The superintendent is to advise the Board in accordance with his best professional judgment and will:

1. Review trends in negotiations nationally and locally, and formulate positions on the pertinent issues in order to make recommendations to the Board.
2. Coordinate all aspects of contract administration throughout the duration of the various contracts with employee organizations, and review administrative and Board recommendations to determine if they are consistent with existing contracts.
3. Maintain an ongoing dialogue with representatives of the various collective bargaining units.

Whether an outside negotiator or a member of the administrative staff, the duties of the chief negotiator will be as follows:

1. To negotiate in good faith with certified bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
 - a. The chief negotiator may select appropriate members of management to serve on the negotiation team. These will not be members of any unit, which negotiates with the Board.
 - b. The chief negotiator will direct collection of necessary data needed for negotiations.
 - c. The chief negotiator will make recommendations to the superintendent and/or Board as to acceptable agreements

NEGOTIATIONS**Board Negotiating Agents/Superintendent's Role in Negotiations, continued**

2. The chief negotiator will interpret the signed negotiated contracts to the Board and superintendent.
3. The chief negotiator, if other than the superintendent, may serve as the official designate of the superintendent when the grievance procedure reaches the level of the superintendent.
4. The chief negotiator will plan, organize, direct, and represent the district in fact finding, arbitration, and any hearings involving negotiated contracts or grievances brought under them.
5. The chief negotiator may, at Board request, also offer suggestions on policies relating to the wages, hours, and working conditions of employees or employee groups not covered by negotiated contracts.

**NEGOTIATIONS
SUPPORT PERSONNEL
Continuing Negotiations (N, 1990)**

Informal negotiations will remain open throughout the school year. Meetings will be held on request by either party.

**NEGOTIATIONS
CERTIFIED PERSONNEL
Negotiations Procedures (N, 1994)**

Article I, Procedural Agreement —

The procedural agreement between the Board of Education of Claremore School District No. 1, hereinafter called the Board and the Claremore Classroom Teachers Association, hereinafter called the CCTA is to establish procedures to strengthen methods of administering employer-employee relations through the establishment of an orderly process of communications between school employees and the school district. The Board and CCTA do hereby agree that all negotiations will be done in good faith on wages, hours, fringe benefits and other terms and conditions of employment.

Statement of Recognition —

The CCTA shall be the exclusive representative of all employees of the Claremore Public Schools required by position to be licensed or certified as teachers or entry year teachers and who do not hold supervisory authority with respect to other teachers in the district in accordance with Oklahoma Statutes (70-509.2).

Rules and Policies —

All meetings will be closed except to members of the negotiation teams and their invited guests, who will number no more than three for each team at any given meeting.

All meetings will be held in a mutually accepted place, which will be chosen and arranged for by both spokespersons.

The Board and the CCTA will make available to the other side any information either deem necessary to conclude negotiations.

This procedural agreement shall remain in effect until such time either party may wish to reach a new agreement, provided that any changes in the agreement shall be prepared and made effective between the commencement of the fall school term and October 1 of a given school year.

Nothing in this agreement shall be interpreted as a denial of the right of any member of the CCTA to appear before the Board or the administration on his or her own behalf. In the event, however, that such matters shall affect others, CCTA shall have the right to express its opinions through the elected representatives.

NEGOTIATIONS
CERTIFIED PERSONNEL
Negotiations Procedures (N, 1994), continued

Negotiation Procedure —

The Board and the CCTA each shall designate a spokesperson who will be responsible for establishing the time, place and agenda for meetings and speaking for their respective sides at said meetings. The CCTA must present all items of negotiation at the first meeting of the teams.

Teams shall work in good faith in order to complete the final negotiation package by the first student day of school.

If negotiations are not successfully concluded by the first student day of school, impasse shall exist. The parties may mutually agree to extend impasse deadlines. At any earlier time, either party may declare impasse.

In the event an impasse on unresolved items of the negotiation package develops, a neutral mediator will be selected by both sides. If this does not resolve the impasse, the procedure shall be followed as outlined by state law.

Only the negotiation package agreed upon by both teams shall be recorded. These items shall be signed by both teams and presented to the Board and CCTA within forty days.

Savings Clause —

If any article or part of an agreement which has been negotiated between the Association and the Board is held to be invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by any such court, or if any article or any part is judged by a court of law not to be within the powers or jurisdiction of the Board of Education, the remainder shall not be affected. The parties shall subsequently enter into negotiations in good faith for the purpose of arriving at a mutually satisfactory replacement for such article or part.

NEGOTIATIONS
SUPPORT PERSONNEL
Negotiations Procedures (N, 1991)

Procedural Agreement

— Purpose

The procedural agreement between the Board of Education of Claremore School District No. 1, hereinafter called the Board and the Claremore Educational Support Personnel Association, hereinafter called the CESP is to establish procedures to strengthen methods of administering employer-employee relations through the establishment of an orderly process of communications between the school employees and the school district. The Board and CESP do hereby agree that all negotiations will be done in good faith on items affecting the performance of support services within the confines of the Oklahoma Law and that the welfare and educational opportunities of the students in the Claremore School System are of paramount importance in the operation of the Claremore School System.

Statement of Recognition —

The CESP shall be the exclusive representative of all support personnel of the Claremore Public Schools except those who have notified the Board and the CESP in writing that they do not desire to be represented by the CESP.

Rules and Policies —

All meetings will be closed except to members of the negotiation teams and their invited guests, who will number no more than three (3) for each team at any given meeting.

All meetings will be held in a mutually accepted place, which will be chosen and arranged for by both spokespersons.

The Board and the CESP will make available to the other side any information either deem necessary to conclude negotiations.

This procedural agreement shall remain in effect until such time either party may wish to reach a new agreement, provided that any changes in the agreement shall be prepared and made effective between the commencement of the fall school term and October 1 of a given school year.

**NEGOTIATIONS
SUPPORT PERSONNEL
Negotiations Procedures, continued**

Nothing in this agreement shall be interpreted as a denial of the right of any member of the CESP to appear before the Board or the administration on his or her own behalf. In the event, however, that such matters shall affect others, CESP shall have the right to express its opinions through the elected representatives.

Negotiations Procedures —

The Board and the CESP each shall designate a spokesperson who will be responsible for establishing the time, place, and agenda for meetings and speaking for their respective sides at said meetings. The CESP must present all items of negotiation at the first meeting of the teams. Teams shall work in good faith in order to complete the final negotiation package by the beginning of the following school year.

In the event an impasse on unresolved items of the negotiation package develops, a neutral mediator will be selected by both sides. If this does not resolve the impasse, the procedure shall be followed as outlined pursuant to Title 70 of the Oklahoma Statutes, Section 719.

Only the negotiations package agreed upon by both teams shall be recorded. These items shall be signed by both teams and presented to the Board and CESP within forty days.

Savings Clause —

If any article or part of an agreement which has been negotiated between the CESP and the Board is held to be invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by any such court, or if any article or any part is judged by a court of law not to be within the powers or jurisdiction of the Board of Education, the remainder shall not be affected. The parties shall subsequently enter into negotiations in good faith for the purpose of arriving at a mutually satisfactory replacement for such article or part.

OPERATIONS

Building and Grounds

The principal shall retain the basic responsibility for the care and upkeep of the building and for the supervision of the school custodial services.

The buildings and grounds management provided by the district and district's Maintenance Director shall be considered a supplementary and coordinating service.

OPERATIONS

Building and Grounds, Security

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it, such as custodians and cafeteria managers.

An adequate key control system shall be established which will limit access to buildings to authorized personnel. No keys shall be given out, loaned or copied.

OPERATIONS
Equipment, Sports

The care of equipment, issuance, and collecting of same, is the responsibility of the head coach.

Cleaning, repairs, and reconditioning of team equipment is the responsibility of the head coach. Such expenditures must be approved by the athletic director.

Permanent equipment repairs such as clock, scoreboards, tennis net repairs, and mat recovering may be done by the Board of Education.

Inventory reports on all equipment should be made by the head coach every year.

OPERATIONS
Equipment, Use of

In accordance with the policy of the board of education, the following regulation will govern the loan and rental of school equipment.

All school furniture, fixtures, equipment, and all the instructional (excluding audio-visual equipment) apparatus shall be used only for school purposes by school personnel, on school premises. School equipment, such as typewriters, sewing machines, laundry equipment, shop tools, lawn mowers, etc., is not for personal use by anyone.

Permission to rent audio-visual equipment away from school premises may be granted upon request by responsible parties or organizations. Permission for the use of videotape equipment depends upon the availability of a school-trained operator who must accompany and operate the equipment. Arrangements for public address systems must be made at the same time a building is rented.

Computers, laboratory equipment, and the like may be used by students under the supervision of school personnel for special events, such as Science Fairs, Math Contests, etc., upon approval by a building administrator

OPERATIONS**Facilities, Priority Use of**

The Board of Education believes that the first priority in the use of its school facilities is the education of children in the district. However, local citizens are encouraged to use the facilities for other reasonable educational, recreational, and social functions.

A. Class A -- School District Activities

1. School-sponsored activities for students and staff at the site.
2. School-sponsored activities for students and staff from other Claremore school sites.
3. School-sponsored activities for parents.
4. Related activities sponsored **by the district**.

B. Class B -- Recreational and Educational Programs in the District

1. School-related groups and organizations (sponsored by the school).
2. Agencies serving youth, such as Boy Scouts, Girl Scouts, etc.
3. City-sponsored recreational programs.
4. District employee organizations.

C. Class C -- Civic and Service Use

1. Civic or service organizations.
2. Local community nonprofit groups who are raising money for charitable purposes.
3. County, city, state, and federal agencies.
4. Alumni groups.
5. Public officials and candidates for office.
6. Recognized state political parties for precinct meetings and county conventions.
7. Local businesses for recreational purposes (not for profit, promotion, or advertising purposes).

OPERATIONS
Facilities, Sports

Care and maintenance of all athletic facilities is the responsibility of the head coach and athletic director. Requisitions for special work, such as preparation for football and baseball facilities for meets and games, are requested by the head coach and athletic director.

Preparation of indoor facilities is largely the responsibility of the head custodian in each building, with the cooperation of the athletic director and head coach. Scheduling of all athletic facilities must be done through the office of the principal.

Those coaches who utilize facilities that are rented or borrowed from individuals, other schools, or from the city or county, shall be responsible for acquiring a written list of upkeep and maintenance requirements for the facility. It shall be the coach's responsibility to see that the upkeep and maintenance requirements are fulfilled.

OPERATIONS**Facilities, Use of During Non-School Hours**

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below. Facility use by any employee whose purpose is financial gain is subject to the same facility rental fee as outlined below. Exceptions are tutoring, homebound and other programs, which are related to curriculum requirements and are held during the school year and those programs whose profits are returned to the program itself (i.e., cheerleading, band parents). Administration can make any adjustment to this policy on as needed basis. Charges assessed for non-school district activities are not rentals as the term is generally used but are based on the cost of operating expenses that would not otherwise have been incurred (example: utilities, supplies, facility maintenance, custodian, cafeteria and clerical services).

A school employee must be on site. The employee will be compensated at double time rate for the time required, with a minimum of four hours. The employee's duties will be custodial—to clean the areas that have been used, to open the building for the designated use, and to secure the building after its use. The district will make payment to the employee.

SCHEDULE OF FEES, RATES, AND CHARGES:Boardroom / Administration Building Per Day

\$100.00

Gyms - Custodial service required.Per Day

High School Multipurpose Facility	\$200.00
Junior High	\$400.00
Central Upper Elementary	\$200.00
Claremont	\$200.00
Westside	\$200.00
Roosa	\$200.00
Don L. Crutchfield Education Center	\$200.00

Auditoriums - Custodial service required.Per Day

Don L. Crutchfield without A/C	\$200.00
Education Center with A/C	\$250.00
Practice Sessions	\$ 20.00 Per Hour

Cafeterias - \$50.00 per hour. If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional charge of double time rate for the time required, with a four-hour minimum. Custodial service shall be required at double time rate for the time required, with a minimum of four hours. In planning an event that will use the cafeteria kitchen equipment, the cafeteria manager and the helpers deemed necessary must be involved in the planning, operation, and supervision of such project.

OPERATIONS

Facilities, Use of During Non-School Hours, continued

Classrooms,Etc - \$12.50 per hour per room; \$25.00 per hour for video conferencing room.

Lantow Field - \$600.00 (night-time event with the use of lights)

Fees and overtime salary charges, as detailed in the Regulations, will be billed to the sponsoring organizations through the business office following the use of the facility. Overtime salaries due employees will be paid at the time of the next regularly scheduled support personnel payroll.

OPERATIONS

Facilities, Use of During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the principal must be obtained. The building custodian and a member of the faculty must be present at the school.

OPERATIONS

Facilities, Use of, Free

The following organizations may have use of school facilities without a fee charge for facilities: parent-teacher organizations, professional education associations or organizations and other associations formed for the improvement and betterment of local communities, Boy Scouts, and Girl Scouts. Groups or individuals (tutors) must provide proper supervision of students. No student shall be left unattended for any period of time for any reason or future use of facility shall be denied.

In the free use of school buildings, admission charges, donations or collections are prohibited unless permission is specifically granted upon the permit for use.

Groups who have free use of the facility must either provide cleanup by an adult group member (chaperone) or must pay a custodial fee of double the custodial salary rate, with a four-hour **minimum**. The group may also be asked at the principal's discretion to post a cleaning bond.

OPERATIONS

Facilities, Use of, Procedures

The Superintendent or designee shall issue permits for authorized use of the building. Personal interviews are required. The procedures for class '**B**' or '**C**' are as follows:

- A. Obtain from the district office the necessary application forms. Application must be submitted at least one week in advance. Return the forms to the district office.

- B. Applicants must give satisfactory evidence that they are:
 - 1) responsible persons
 - 2) official representatives of responsible organizations
 - 3) able to guarantee orderly behavior
 - 4) agreeable to underwrite any damages due to their use of the building
 - 5) engaged in lawful activities
 - 6) agreeable to sign contracts for use when necessary
 - 7) able to pay the rental fee **in advance**
 - 8) able to post a cleaning fee if required
 - 9) agreeable to pay for custodian to be on site, in addition to rental fee

- C. If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Claremore Public Schools.

OPERATIONS**Facilities, Use of, Regulations**

- A. The applicants, sponsors and/or participants shall assume the responsibility for the use of facility and observance of regulations.
- B. School premises shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.
- C. Persons or organizations using school premises that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.
- D. Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.
- E. No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.
- F. Smoking or use of tobacco products in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
- G. The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace; constitute subversive doctrine or seditious utterances; or agitate for changes in our form of government or social order by violence or unlawful methods.
- H. Juvenile organizations must have adult sponsorship and supervision.
- I. Groups will not be allowed to use gym floors for dances.
- J. A school employee must be on the school grounds at all times when facilities are being used by outside groups. School personnel on duty in the school buildings at the time of rental use are required to report all irregularities to the administration. When custodians are normally not on duty, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed. The custodian is paid at his double time rate (four-hour minimum).
- K. All functions must close by 12:00 p.m. unless special arrangements have been made with the school principal.

CHILD NUTRITION INFORMATION FOR FAMILIES

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit & Vegetable Program (FFVP)
- Summer Food Service Program (SFSP)
- After School Snack Program (ASSP)

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Child Nutrition Director at the Administration Office or the Cafeteria Manager at the school site where their child attends.

Students who desire to do so may bring lunches from home and purchase beverages. Those students may eat their lunch in the school cafeteria or designated area.

Cafeteria Use

Except under special circumstances all students will eat in the cafeteria or other designated location.

Special circumstances include, but are not limited to, lunch detention, severe food allergies, off campus eligible lunch, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to use the cafeteria must also be cleared by the building principal.

CHILD NUTRITION INFORMATION FOR FAMILIES (continued)

Meal Costs

The Board of Education will establish the cost for meals prior to the beginning of each school year. Meal costs will be posted on the District's website and in the cafeteria.

Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may pre-purchase meals by paying cash or check to the lunch clerk or creating a student account under the district's online payment platform on the Infinite Campus Parent Portal.

By creating an account online with Infinite Campus, parents will be provided notices to keep them informed of their student's meal account balance and of student purchases. Notices can be in the form of emails, text messages or direct mail. Lunch clerks also attempt to notify students in line if their account balances are low as well as attempting to contact parents via telephone, email or sending out negative account balance letters.

Refunds

Should a student withdraw from school, or you otherwise need a refund of the balance in a student's account, a Request for Refund form is available by contacting Child Nutrition. Balances left on a student's account at the end of the school year will carry over to the next school year unless a parent or guardian requests a refund of that balance. Please note that refunds will not be given on balances of less than \$5.00, or from accounts that have been closed for more than three months. All refunds are mailed to the requestor and Request for Refund Forms MUST have a current mailing address. Refunds that are mailed out and returned will be used as a donation to the Child Nutrition department as well as funds from accounts that have been closed for more than three months.

CHILD NUTRITION INFORMATION FOR FAMILIES (continued)

Free and Reduced Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. The district will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. The Child Nutrition Director is responsible for reviewing applications and determining eligibility. The Director is also responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meals will not:

- Use a separate cafeteria or area of the cafeteria
- Use a separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals
- Use a different method at the checkout
- Eat a different meal
- Be identified in any manner

Charging Meals

Students in grades K-12 who do not qualify for free meals may charge a maximum of \$15.00 at school prior to May 1st. Students who have exceeded the charge limit and students who are without lunch funds will receive alternate meals.

CHILD NUTRITION INFORMATION FOR FAMILIES (continued)

No charges will be permitted after May 1st. Students passing through the meal line without sufficient funds in their account after May 1st will be served an alternate meal.

Students cannot charge ala carte items.

Collecting Debt

The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child's account balance is low so that the account can be replenished. If a child's account has a negative balance, the following steps will be taken:

1. The lunch clerks provide verbal notice to students on the status of their accounts when they are low and delinquent. Once an account becomes delinquent, written notice of the delinquent account will be sent home with the student. Once the student has begun receiving an alternate meal, email and phone calls will be made to the parents to notify them of the status of the student's account.
2. The lunch clerk will attempt to contact families via phone, email, or through other personal contact if their account is still delinquent after 2 notices. The cafeteria manager and/or the Child Nutrition Director is authorized to enter into a repayment plan with the family at Child Nutrition Director's discretion.
3. If the account remains delinquent despite these efforts to collect the debt, the Child Nutrition Director and CFO will assess the situation to determine whether the account should be referred to an outside collection agency. The CFO is also responsible for determining whether the debt should be reclassified as bad debt and how the funds will be restored to the child nutrition program.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, religion, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The superintendent is directed to prepare rules and regulations to support this policy.

REFERENCE: 70 O.S. §1-107, §3-104

Procurement Plan Prototype

This document is a sample and is not intended to be all inclusive. CN Programs are ultimately responsible to ensure that the plan complies with all Federal Regulations, State Procurement Code and Regulations and local procurement policies.

Claremore Public Schools
Name of SFA/Sponsor

**PROCUREMENT PLAN
CHILD NUTRITION PROGRAMS**

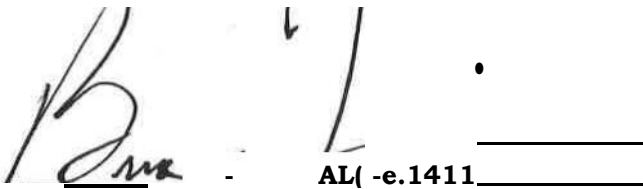
This procurement plan contained on the following pages 1 through 13 will be implemented on December 10, 2018 from that date forwarded until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow ability, and the allocation of costs.



President oard of Edu

Date

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Superinted'f Schools

Date

12-10-18

Claremore Child Nutrition Procurement Plan

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The Claremore Public Schools plan for procuring items for use in the **Child Nutrition Program** is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation **of all procurement** activities.
2. The following **Code of Conduct** will be **expected of all persons who are engaged in the awarding** and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
 - a. No **employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent**, would be involved. Conflicts of interest arise when one 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 the immediate family**;
 3. **His or her partner**;
 4. An organization which employs or is about to employ one of the above.
 - b. Employees, officers, or agents **shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.**
 - c. **The purchase during the school day of any food or service from a contractor for individual use** is prohibited.
 - d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
 - e. Penalties for violation **of the standards of code of conduct of the (SFA) School Child Nutrition Program (CNP) should be:**
 1. Reprimand by Board of Education
 2. Dismissal by Board of Education
 3. **Any legal action necessary**
3. **Regardless of procurement method, the following factors will be determined** regarding the allow ability of costs:
 - a. **Be necessary and reasonable for proper and efficient administration of the program(s)**
 - b. **Be allocable to federal awards applicable to the administration of the programs(s)**
 - c. **Be authorized and not prohibited under state and local laws**
4. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	SFA/Sponsor Procurement Thresholds (input)
Micro-purchasing	Less than \$10,000	Less than \$10,000
Equipment	Over \$5,000	Over \$5,000
Small/Informal	Less than \$250,000	Less than \$250,000
Formal	Greater than \$250,000 or any total Food Service Management Contract	Greater than \$250,000 or any total Food Service Management Contract

5. **All staff conducting purchasing will be trained on the procurement procedures.** 2 !Page

6. All purchasing records will be maintained no less than the current year plus 3 additional years.

7. **Buy American Provision**

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States *to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products*. For purposes of this provision, the term *domestic food commodity or product* means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

8. **Geographical Preference**

The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

When geographic preference is used, an SFA must still get quotes from several **farmers when** procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.

9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes

relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)

- a. Violations of federal law or regulations and the standard of 7 CFR §3016 (violations of state or local law will be under the jurisdiction of state or local authorities).

AND

- b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by **the federal agency other than those specified above will be referred to the SFA.**

10. **Beverage and Snack Agreements (Reference USDA Policy Memo 99-SP-09)**

In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of \$250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

- a No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.
- b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.

Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term ***Exclusive Pouring Rights***. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

11. The SFA will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:
 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
 5. Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Certifications

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.
2. **Lobbying Certification** (Reference 200.326[1])
 - a Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$150,000 must complete a Certification Regarding Lobbying form located on **page P-55**. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.
 - b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form on **page P-57**. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

3. **Debarment or Suspension.** An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000, Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. **(FORMAL CONTRACTS)**

 4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

 5. **Equal Opportunity and Discrimination.** The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. **(FORMAL CONTRACTS OF \$10,000 OR MORE)**
1. Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA) Regulation** (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). 23. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

SECTION II — MICRO PURCHASING

If the amount of purchases for items is less than \$10,000 and less than the SFA/Sponsors' small purchase threshold, the following procedure will be used.

1. Purchases will not be separated into 2 or more purchases to meet or be below the \$10,000 threshold.
2. The price quotes will not be required. Competition is not required.
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. Documentation of purchases will be kept and maintained for 3 years plus the current year.
5. The Encumbrance Clerk and/or Child Nutrition will be responsible for documentation of purchase. *Note: Federal threshold of \$2,000 is applicable in the case of acquisitions for construction subject to the Davis-Bacon Act*

SECTION III —PURCHASING EQUIPMENT

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used. 1.

Written specifications will be prepared and provided to vendors.

2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The price quotes will receive appropriate confidentiality before award.
4. If using USDA funding for the purchase, the SFA/Sponsor will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.
5. Quotes will be awarded by **Superintendent or designee**. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or timeliness of providing products/services.
6. The Child Nutrition Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and *written specifications*.
7. The Child Nutrition Director will be responsible for documentation that the actual product specified is received.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

SECTION IV — SMALL PROCUREMENT

If the amount of purchases for items is greater than \$10,000 and less than \$250,000 (*or the SFA/Sponsor's small purchase threshold*), Small Purchase Procedures must be followed. There are two methods of Small Purchasing allowed, either Quotes and/or a Market Basket Study. Quotes documented from an adequate number of qualified sources will be required.

Select one

I Purchases over \$10,000 **but** below \$250,000

1=1 Purchases over \$10,000 but below _____

_____ (*Sponsor input if threshold is below federal limit of*

Method 1: Quotes

1. Written specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.

3. The Child Nutrition Director will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes will be awarded by Superintendent or designee. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or timeliness of providing products/services.
6. The **Child Nutrition Director** will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and *written specifications*.
7. The Child Nutrition Director will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the Child Nutrition Director will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.
9. Purchasing will be based on the following criteria:

<u>a)</u>	<u>P r i c e</u>
<u>b)</u>	<u>Q u a l i t y</u>
<u>c)</u>	Service
<u>d)</u>	<u>Timeliness of providing products/service</u>

SECTION V — FORMAL PROCUREMENT

Select one or more as applicable

- Purchases over \$250,000
 - Food Service Management Contracts at any total cost (*does not include vended meal agreements*)
 - n/a, no purchases over \$250,000 or Food Service Management Contracts
1. If the amount of purchases is \$250,000 (*or SFA/Sponsor approved threshold if less*), or for a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326, formerly 7 CFR §3016.36.
 2. Formal bid procedures will be applied on the basis of:

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/Frequency
Grease Service	Formal	Bottom line	Fixed price	Annual by SY
Freezer/Cooler Monitoring	Formal	Bottom line	Fixed Price	Annual by SY
Chemicals	Formal	Bottom line	Fixed Price	Annual by SY
Exterminator	Formal	Bottom line	Fixed Price	Annual by SY
Printing	Formal	Bottom line	Fixed Price	Annual by SY
Equipment Repairs	Formal	Bottom line	Fixed Price & supply cost	Annual by SY

2. Formal bid procedures will be applied on *the basis of*
 - a: Centralized System
 - Individual Site
 - Multi-Sponsor Systems
 - State Contract
 - Combination of above (specify): _____
3. Because of the potential for purchasing more than \$250,000, it **will** be the responsibility of Superintendent or Designee to document the amounts to be purchased so the correct method of procurement will be followed.

When a formal procurement method is required, the following **COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)** procedures will apply:

- An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the District Website and Claremore Daily Progress to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for Minimum of 30 Days.
- An advertisement is required for all purchases over the districts small purchase threshold of \$250,000. The announcement will contain a:
 - general description of items to be purchased
 - deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
 - date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - deadline for submission of sealed bids or proposals, and
 - address of location where complete specifications and bid forms may be obtained.
- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - Contract period
 - SFA/Sponsor is responsible for all contracts awarded (statement)
 - Date, time, and location of bid opening
 - How vendor is to be informed of bid acceptance or rejection
 - Delivery schedule
 - Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
 - Benefits to be entitled if the contractor cannot or will not perform as required
 - Statement assuring positive efforts **will** be made to involve minority and small business
 - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account
 - Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)

- Contract provisions as required in 7 CFR Part 210.21(f) for all cost reimbursable contracts
 - Contract provisions as required in 7 CFR Part 210.16(a)(1-10) for Food Service Management Company contracts
 - Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
 - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
 - Method of evaluation and type of contract to be awarded
 - Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)
 - Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
 - Provision requiring access by duly authorized representatives of the SFA/Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
 - Method of shipment or delivery upon contract award
 - Provision requiring contractor to maintain all required records for *three* years after final payment and all other pending matters (audits) are closed for all negotiated contracts
 - Description of process for enabling vendors to receive or pick up orders upon contract award
 - Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
 - Signed statement of non-collusion
 - Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
-
- Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
 - If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by Superintendent and/or Designee and date specified.
 - The Superintendent and/or Designee will be responsible for securing all bids or proposals.
 - The Superintendent and/or Designee will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
 - The following criteria will be used in awarding contracts as a result of bids/proposals.
 - Price
 - Quality
 - Service
 - Timeliness of providing products/service

In awarding a competitive negotiation (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA/Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- Superintendent is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

- Superintendent and/or Designee reviewing the procurement system to ensure compliance with applicable laws.
- Superintendent and/or Designee responsible for documentation the actual product specified is received.
- Any time an accepted item is not available, the Superintendent and/or Designee will select the acceptable alternate. The contractor must inform Superintendent and/or Designee as soon as a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA/Sponsor, the contractor must obtain, in advance, the written approval of the product. The Superintendent and/or Designee must comply with the Buy American Provision.
- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Superintendent and/or Designee The Superintendent and/or Designee responsible for maintaining **all** procurement documentation.

SECTION VI - NON-COMPETITIVE NEGOTIATION

If items are available **only** from a single source *when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation*, **NON-COMPETITIVE NEGOTIATION** procedures will be used:

1. Written Specifications will be prepared and provided to the vendor.
2. The Superintendent and/or Designee will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
3. The Child Nutrition Director will be responsible for documentation that the actual product or service specified was received.
4. The Child Nutrition Director will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Claremore Public Schools. The record of non-competitive purchases shall include, at a minimum, the following:
 - item name
 - dollar amount
 - vendor, and
 - reason for non-competitive procurement

**** Due to the rural location of the district, it is feasible the school will only receive one responsible and responsive response.**

SECTION VII — EMERGENCY PURCHASING

1). If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the Claremore Public Schools. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Claremore Public Schools. At a minimum, the following emergency procurement procedures shall be documented:

- item name
- dollar amount
- vendor, and
- reason for emergency

2) If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:

- Written rationale for the method of procurement;
- A copy of the original solicitation;
- The selection of contract type;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The basis for award cost or price;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.

INFORMAL PROCUREMENT LOG
TO BE USED FOR PURCHASES OF \$250,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications:

--

	Date & Method of Contact	Bid Price	Negotiated Price	Notes
Supplier #1				
Supplier #2				
Supplier #3				

CHART OF PROCEDURES

The Claremore Public Schools SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. **Price quote time frame** period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	HOW OFTEN ARE PRICE PROCUREMENT QUOTES OBTAINED	METHOD USED
Milk	N/A	N/A
Bread	N/A	
Canned fruits	N/A	
Canned vegetables	N/A	
Frozen vegetables	N/A	
Pre-prepared fruits and vegetables	N/A	
Fresh fruits	N/A	
Fresh vegetables	N/A	
Meats	N/A	
Paper products	N/A	
Chemicals	As needed	<u>The Best fit for the nurchase</u>
Small equipment	As Needed	<u>The Best fist for the purchase</u>
Larne euuioment	As Needed	<u>The Best fit for the purchase</u>

OPERATIONS

Fund Raising Projects, Sports

Fund raising sports projects are discouraged by the Board of Education.

OPERATIONS
ID Badges, Adults

For the school year 1999-2000 any adult who enters school property will be required to wear an easily visible Claremore Public Schools ID badge on their person.

Included but not limited to those required to wear an ID badge are teachers, administrators, vendors, visitors, substitute teachers, volunteers, PTO members and shadow students.

If an employee arrives at their school site without their ID, they will be required to have an additional photo taken at personal expense, or go home to retrieve the ID on a planning period or lunch.

Cost of the ID badge will be free for the first one, two dollars (\$2.00) for the second one and five dollars (\$5.00) for any additional badge.

Administration Procedure:

Beginning school year 1999-2000 and subsequent years I.D. badges will be required.

OPERATIONS**Inventories**

The superintendent or a designee will provide for a continuing inventory of the following property of the district--all furniture and equipment, and any materials and supplies exceeding \$500 in value or other specified electronics, i.e. VCR's, TV monitors, computer components.

- At start of school year: When responsibility for equipment (such as instructional equipment or classroom furniture to a teacher) is assigned to an employee, the inventory of such assigned equipment will be verified at the beginning of the school year or whenever the employee first reports for work. Staff will conduct physical inventory of electronic equipment once a quarter.
- Inventory shortages: Employees will report any equipment or supply shortages to their building principal or supervisor immediately upon discovery.
- At end of year: An inventory of all equipment in each building or department will be taken. Each employee will be responsible for inventories of supplies and equipment in his or her care. Principals will not check a teacher or other employee out in the spring until the employee's equipment inventory has been verified.

OPERATIONS

Leasing Buses

The Board of Education may lease school district buses to transport school personnel to non-school functions in accordance with state laws. The cost of leasing district buses will be based on local charges to cover drivers' salaries and operational costs (gasoline, oil, etc.). Any additional costs will be determined on a case-by-case basis.

Cost Formula

Round trip miles from first pickup to last drop	_____
Times (current operational cost) _____	_____
Plus the drivers' pay	_____
Plus the Social Security contribution (7.65%)	_____
Total Cost	_____

Liability

The district will not be liable for bodily injury, medical payments. Individuals must look to their own automobile policy for compensation due to injury.

This policy will be reviewed every year in accordance with the Board of Education Policy Review.

OPERATIONS

Loss

Any loss of equipment should be reported to the Superintendent using the district Loss Report form.

OPERATIONS

Metal Detectors, Use of

When the administration has reasonable cause to believe that weapons are in the possession of students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors. Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal searches.

OPERATIONS

Smoking

Students are prohibited from using or possessing tobacco or tobacco products on school district property, on buses, or while participating in school sponsored activities.

Staff are not to use tobacco in any form in the presence of students or inside any district owned facility or vehicle.

OPERATIONS

Transportation, Activity Trip, Driver Companion (N 1993)

A bus driver shall be allowed to select one (1) adult of his or her choosing to accompany the driver during an activity trip. Pre-approval of the adult companion must be given by the transportation director.

OPERATIONS

Transportation, Activity Trips, Drivers (N, 2004-2005)

Activity trips that conflict with regular routes in any way can be driven by the activity sponsor. If the sponsor requests a driver, the school will provide one.

Regular route drivers will drive activity trips that do not conflict with regular school bus routes. Activity sponsors will not drive these trips.

There will be the following exceptions when necessary:

- a. If there are not regular route drivers available to drive the activity trip.**

Sponsors who drive will be paid for driving time only, even if the sponsor happens to be regular bus driver.

Activity trip schedules will be kept by the Transportation Supervisor for local and out-of-town trips. Only names of the regular bus drivers desiring to make activity trips will be placed in the order of seniority on the activity trip board. At such time a trip is scheduled, the trip will be offered to the senior employee and then continued on a rotating basis as each trip is scheduled. If that employee is unavailable to take the trip offered, then his/her name will be placed at the bottom of the rotating schedule of names until such time that his/her name comes up again.

All full-time bus drivers (8 hours) are excluded from activity trip pay during the regular 8-hour school day, This shall become effective as of December 2, 1991.

OPERATIONS

Transportation, Activity Trip Pay (N. 2004-2005)

In-town Activity Trips will be paid at two and one-half times (or actual time if longer) the driver's hourly pay-rate. In-town trips are defined as within the city limits of Claremore. Claremore Airport is the exception. Night and weekend trips are considered out-of-town trips.

Out-of-town Activity Trips will be paid at four times (or actual time if longer) the driver's hourly pay-rate. If it is necessary for the driver to miss one or both of his/her regular routes to go on an activity trip, the driver will not be docked any monies from his/her activity trip pay, and will be paid for the regular route missed.

Meal allowances will be paid as follows: each driver will receive one (1) meal allowance of \$7.50 while on an out-of-town activity trip. An additional \$7.50 will be paid for a trip of six hours or longer with an additional \$7.50 if the trip is 12 hours or longer.

OPERATIONS

Transportation, Designated Bus Stops

Claremore Public Schools will provide transportation to its students utilizing a routing system with designated bus stops that most efficiently and economically delivers students from home to school and school back to the home. The official home of residence as recorded on the enrollment form determines the designated bus stop for a student.

OPERATIONS

Transportation, Expenses for Approved Activity Trips (N, 1993)

School groups who are not a part of the interscholastic program must pay expenses for approved out-of-town trips according to state law for activity trips outside the city limits. Expenses to be assumed by the group include salary for the driver, additional gas, oil, parking permits and turnpike fees.

School will pay for activity trips sponsored by school and sanctioned by Oklahoma Secondary School Activity Association.

OPERATIONS

Transportation, Routes (N)

The main responsibility of the Transportation Department is the transporting of school students to and from school.

The transportation director, superintendent or designee shall study the bus routes of the district to determine the safest, shortest and most economical route.

The routes shall have received prior approval of the transportation division of the State Department of Education.

Bus routes are based on student numbers, availability of buses and student safety.

Bus drivers are required to have a valid CDL to operate a school bus.

Bus drivers shall begin their routes at the same time each school day and shall arrive at the school building as near to the starting of school as possible. The drivers should be as consistent in keeping their schedule as possible.

Teachers who also drive buses are allowed to drive with the approval of the building principal and the Superintendent. Driving a bus route shall not interfere with the teacher's performance as a teacher.

Buses will be swept upon completion of the trip by the driver.

A seniority list of regular bus drivers will be posted in the office of the Transportation Supervisor and be kept current.

All vacant regular bus routes may be filled by the senior bus driving employee desiring that vacant route. A notice will be posted on the driver's board with a one week response time.

The Claremore School System will pay a regular driver after employment \$15.00 per night for attending the mandatory bus driver training school.

OPERATIONS**TRANSPORTATION, USE OR SCHOOL BUSES, EXPENSES FOR APPROVED ACTIVITY TRIPS**

Oklahoma State Board of Education regulations restrict the use of district-owned school buses for certain out-of-state activity trips. The following uses of school buses are prohibited unless local Board of Education approved prior to trip.

1. Out-of-state excursions.
2. Transportation for pupils to and from night programs, contests, athletic games, or other school functions at the local schools.
3. Transportation for adults to and from programs, contests, athletic games, or other non-supervised school functions.
4. Transportation for nonparticipating pupils to and from contests, athletic games, or other school functions.
5. School groups who are not a part of the interscholastic program must pay expenses for approved trip. Expenses to be assumed by the group include salary for the driver (if sponsor is not driving) and Federal Mileage Reimbursement rate for mileage driven greater than eighty (80) miles.
6. Claremore Public Schools will pay for activity trips sanctioned by Oklahoma Secondary School's Activity Association (OSSAA).
7. Outside organizations using school buses will be charged for using buses at the time used based on the fuel costs at time of approval for use.

The following rate will be charged:

MPG (miles per gallon) for bus used multiplied by the rate for a gallon of diesel (or unleaded if 14 passenger bus used) at the public retail price at time of use.

OPERATIONS**TRANSPORTATION, USE OR SCHOOL BUSES, EXPENSES FOR APPROVED ACTIVITY TRIPS (CONT)**

8. Same Day Activity Trips (Leave and return same day), Regular route drivers who drive for Activity Trip will be paid regular rate for drive time and sit time.
9. Activity Trips that require an overnight stay and require a Regular route drive to drive the trip will be paid according to hours on duty at following rate:

1-9 hours	\$180	All Meals and Hotel
10+ hours	\$275	All Meals and Hotel

OPERATIONS**Vandalism and Crowd Control, Sports**

The problem of vandalism and crowd control at interscholastic athletic events is of ever-increasing concern. Police protection will be requested for all home night athletic events at the principal's discretion. Day contests may also be large enough to warrant such protection.

The principal or athletic coordinator will give the police their instructions.

The principal and faculty will work closely with the security police to insure the best possible game conditions for the spectators and players. The head coach at this particular game will also assume responsibility for the conduct and sportsmanship of his players.

PERSONNEL**Assignments and Transfers**

The basic consideration in the assignment of certified personnel will be the needs of students and the instructional program. However, faculty satisfaction with assignments may be expected to have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

Therefore, it will be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the district, and the teacher's expressed desires. When it is not possible to meet all of these conditions, an employee will be assigned first in accordance with district needs and where the administration feels the employee is most qualified to serve, and second, to the preference of the employee.

Care will be exercised by the superintendent and other district administrators to assure that all schools are equally well staffed with effective teachers.

Within an individual school, a principal will have the right to assign classes and courses, provided this is done with regard to the teacher's area of certification and the Board policies. He will also recommend to the superintendent assignments to extra-pay positions in his school.

PERSONNEL**Assignments and Transfers, Professional Staff**

A transfer, reassignment, or special assignment may be requested by any employee, and will be given due consideration in accordance with the provisions of this policy.

Standardized forms for requesting teacher transfer will be made available. There will be four (4) copies submitted: one for the teacher, one for the current principal, one for the future principal and one for the superintendent. (N, 1989)

Nothing in the transfer request shall preclude transfers based on needs of the district for replacement of qualified personnel in positions within the district. Completing a transfer request does not guarantee the transfer. (N, 1989)

PERSONNEL**Athletic Events, Gate Help**

Gate help, announcers, ushers, and other adult workers at senior high school games are the responsibility of the athletic director and principal. Sign-up sheets are used, giving all interested faculty members an opportunity to work. Coaches will be assigned various game duties when not in season.

At special events, such as district and regional meets and tournaments, the athletic director and principal will give senior high and junior high school faculty members an opportunity to work.

PERSONNEL

Athletic Events, Officials

Game officials are to be hired by the League Commissioner and/or Athletic Director. An attempt should be made to engage officials who meet with the coach's approval.

Contracts furnished by the Oklahoma Secondary School Activities Association should be used in all major sports.

In the sports of football and basketball, officials will be hired one year in advance.

Only officials enrolled with the Oklahoma Secondary Schools Activities Association are to be used in contests involving high school varsity teams.

PERSONNEL

Back-to-School Night or Open House (N. 2005)

The annual Back-to-School night or Open House will be scheduled either during the week of in-service or within the first ten days of the start of school.

Each building will schedule and publicize its Back-to-School or Open House hours based on that building's faculty consensus. There will be only one event of either type per site.

PERSONNEL
Certificates

Teachers' certificates, or a statement certifying eligibility for a certificate must be filed in the Superintendent's office not later than the beginning of in-service week.

PERSONNEL**Contracts for Career, Probationary, Temporary and Interim Employment**

Contracts for certified personnel will be initiated for all new certified employees when hired. Contracts will include the terms and conditions of employment to include any special conditions of employment. It is the responsibility of the employee to provide all information necessary for the proper credentialing for prior work experience to the appropriate division of the State Department of Public Instruction or licensing agency. The district personnel office will normally provide information and assistance to staff

Contracts for career and probationary status personnel will be continuing and in accordance with statute, with the exception of the superintendent, assistant superintendents, and principals.

Temporary teachers/non-continuing contracts will be for one year or less and will be offered in compliance with statute.

Interim (terminal) contracts are issued for part-time, adjunct, or specialized employment situations or positions with specific beginning and ending dates.

Career and probationary teachers will receive benefits in accordance with the state statute, district policy, and the negotiated agreement.

Temporary and interim staff will be offered the following benefits:

- Travel accident insurance if traveling at the district's direction.
- Workers compensation.
- Liability insurance
- Property damage reimbursement if the district is determined to be liable.

The following benefits will typically not be offered to temporary or interim staff:

- Health insurance or compensation toward health insurance.
- Paid sick days.
- The employee, not the district, will pay for substitutes.
- Retirement benefits.

Any variation of the employment agreement benefit package will be listed on the individual's specific contract for a temporary or interim employee.

PERSONNEL

Contracts for Games and Officials

Contracts for games, meets, etc., are the responsibility of the athletic director or assistant athletic director and must be signed by the principal. Coaches notify the athletic director of all scheduling changes.

All high school games require contracts.

Contracts for officials are the responsibility of the athletic director.

Football games, basketball games and wrestling matches are scheduled the preceding year. Baseball, track, tennis, golf, cross country, softball and those sports not herein mentioned, should have their schedules completed and contracts signed a week prior to the first game, match, or meet. After the season begins, the scheduling of additional matches, games, or meets is prohibited. The rescheduling of scheduled matches, games, or meets that have been delayed by postponement is allowable. In unusual situations, the athletic coordinator and principal must approve any exceptions.

PERSONNEL**Suspension, Dismissal and Nonreemployment of Teachers**

1. Definitions and Scope

"Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, nonadministrative capacity.

- A. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.
- B. "Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.
- C. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.
- D. "Career teacher" means a teacher who has completed three (3) or more consecutive complete school years in such capacity in the School District under a written teaching contract.
- E. "Probationary teacher" means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in the School District under a written teaching contract.
- F. This policy does not apply to:
 - i. substitute teachers,
 - ii. adult education teachers or instructors,
 - iii. teachers employed on temporary contracts, and
 - iv. administrators, except with regard to service in an instructional, non-administrative position.
- G. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "nonreemployment" at the expiration of the grant.

2. Grounds for Dismissal or Nonreemployment

PERSONNEL**Suspension, Dismissal and Nonreemployment of Teachers - continued**

- A. A career teacher may be dismissed or not reemployed for:
- i. willful neglect of duty,
 - ii. repeated negligence in performance of duty,
incompetency,
 - iv. unsatisfactory teaching performance,
 - v. instructional ineffectiveness,
 - vi. mental or physical abuse to a child,
 - vii. commission of an act of moral turpitude,
 - viii. abandonment of contract,
 - ix. criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,
 - x. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
 - xi. failure to meet local school board staff development requirements (non-reemployment only), and
 - xii. any other grounds hereafter allowed by law.
- B. *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.
- C. A career or probationary teacher shall be dismissed or not reemployed for conviction of a felony.
- D. A probationary teacher may be dismissed or not reemployed for cause.

PERSONNEL**Suspension, Dismissal and Nonreemployment of Teachers - continued**

E. A cause listed in 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed. Dismissal or nonreemployment for any cause not listed in 2A(i) - (v) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.

F. Corrective Action — Admonishment / Plan for Improvement

When the administrator who has evaluated a teacher pursuant to School District policy identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the administrator shall:

a. admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and

b. establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

ii. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or nonreemployment of a teacher, the administrator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the administrator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.

iii. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education.

3. Procedures for Dismissal or Nonreemployment

A. Commencement of Action

PERSONNEL**Suspension, Dismissal and Nonreemployment of Teachers - continued**

- i. Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed within the School District, the superintendent shall submit a recommendation in writing to the board of education. The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.
- ii. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

B. Suspension

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated, except such extension shall not include any appeal process.

C. Notice and Hearing

- i. Prior to the time that the board of education takes any action to dismiss or nonreemploy a teacher, whether the board is acting on its own volition or on a recommendation of the superintendent, the clerk of the board or other individual designated by the board shall deliver to the teacher a copy of the recommendation (or a comparable statement of grounds and underlying facts, if the board is acting on its own volition), and a notice that the teacher has a right to a hearing before the board stating the date, time and place set by the board for the teacher hearing. Delivery of the recommendation shall be by any of the following: (1) certified mail, restricted delivery, return receipt requested; (2) personal delivery to the teacher with a signed acknowledgment of receipt; or (3) process server. In the same manner the board or individual

PERSONNEL**Suspension, Dismissal and Nonreemployment of Teachers - continued**

designated by the board shall notify the teacher of the right to a hearing before the board and the date, time and place for the hearing. The hearing shall be held no fewer than 20 days and no more than 60 days after the receipt of the notice by the teacher, or after the date on the personal receipt by hand-delivery to the teacher, or after the date of delivery by process server. Notice of a recommendation of nonreemployment or possible nonreemployment action by the board acting on its own volition shall be given to the teacher prior to the first Monday in June.

- ii. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.

TEACHER HEARING

- iii. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session.
- iv. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
- v. After due consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable

PERSONNEL

Suspension, Dismissal and Nonreemployment of Teachers - continued

The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.

- vi. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.
- vii. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

4. Termination Based on Reduction in Force

- i. Career teachers and probationary teachers nonreemployed due to a reduction in force shall not be entitled to any other post-decision review or appeal. The decision of the board of education in terminations based on reduction in force is final and nonappealable. Terminations resulting from a reduction in force are not included within the procedures provided by this policy and are not within the Teacher Due Process Act of 1990.

Adopted this 12th day of January, 2012.

PERSONNEL

Duties for Shared Teachers (N, 1993)

Full-time teachers assigned to more than one school site during the student day, shall not be required to perform any duty before or after the student day. (Note: The athletic facilities of the school district are extensions of any and all school sites.)

PERSONNEL**Evaluation of Certified Staff (N 2005)****Policy**

The purpose of the evaluation in the Claremore Public Schools is to improve the instructional performance. Ideally the evaluation process is a positive systematic, ongoing process, which attempts to objectively evaluate the individual's progress toward meeting identified objectives consistent with goals and philosophy of the Claremore Public Schools. The teacher evaluation system is established for three purposes: (1) To insure supervision of, and support for, the teachers in order to increase their effectiveness; (2) To insure that judgments made and recorded about teacher performance are valid; and (3) To insure full faith and confidence among the parties involved.

Notification, Assigned Employees (N)

Within two (2) weeks after the beginning of each school term, the building principal(s) shall acquaint each employee under his/her supervision with the evaluation procedures, standards, and instruments to be used and advise each employee as to the designated principal who will observe and evaluate his performance. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.

A new employee hired after the beginning of the school term or an employee reassigned after the beginning of the school term shall be notified by the appropriate building principal of the specific evaluation procedures in effect. Such notification shall be within two (2) weeks of the first day in the new assignment. New teacher orientation shall be one day and occur outside the 181 day contract.

Notification, Multiple-assigned Employees (N)

The designated building principal(s) of an employee assigned to more than one building shall be responsible for notification and evaluation of all such employees.

Observation and Purpose (N)

Classroom observations of an employee for the purpose of state-mandated evaluation shall be conducted with the full knowledge of the employee and for the purpose of evaluation toward the improvement of professional performance as a means of assuring the most competent educational techniques.

Observation of professional characteristics during the school day and assigned school activities shall be evaluated as appropriate to aid in building professional character.

PERSONNEL**Evaluation of Certified Staff, continued****Required Evaluations, Probationary Employees (N)**

A probationary employee shall be formally evaluated at least two (2) times each of the first three (3) years of employment. There shall be at least a fifteen (15) working day period between each evaluation unless otherwise requested by the employee. The first evaluation shall be prior to November 15 and the second evaluation prior to March 31.

Required Evaluation, Career Employees (N)

A career employee shall be formally evaluated at least one (1) time each year prior to March 31.

Formal Evaluation Procedures (N)

The building principal(s) shall evaluate each employee formally in writing. Such evaluation shall be based upon the criteria for evaluating professional performance attached hereto as the Instructional Evaluation Criteria for Claremore Public Schools (I.E.C.C.P.S.). State mandated classroom evaluation observations shall be pre-announced and not unduly interfere with the normal teaching-learning process.

Pre-Evaluation Conference or Notification (N)

A pre-evaluation conference or notification shall, at the request of teacher or principal, be held at least three (3) school days prior to each classroom evaluation so that the building principal may be apprised of the objectives, methods, and materials planned for the performance situation to be evaluated.

Length (N)

Each formal written evaluation shall be preceded by 1 or 2 classroom evaluation(s), the total time to meet or exceed 40 minutes.

Conference and Copy (N)

A copy of I.E.C.C.P. S. shall be given to the employee and a conference shall be held between the employee and the building principal within ten (10) school days following the required classroom observations. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.

PERSONNEL

Evaluation of Certified Staff, continued
Formal Evaluation Procedures, continued

Responses (N)

If the employee feels the formal written evaluation is incomplete, inaccurate, or unjust, the teacher may put any objections in writing within ten (10) days and have them attached to the evaluation report to be placed in the personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

Remediation (N)

The building principal(s) shall provide the employee with definite, positive assistance to improve the quality of teaching and to eliminate difficulties noted in any evaluation. Such assistance shall be noted in writing, and an initialed copy retained by the building principal(s) and the employee.

Following remediation, re-evaluation shall be accorded the employee. Subsequent evaluation reports which fail to note the same specific deficiency shall be interpreted to mean adequate improvement has taken place.

Appeal (N)

Any employee who disagrees with the I.E.C.C.P.S. report may appeal the accuracy and fairness of the report and accompanying recommendations by way of the negotiated Grievance Procedures, commencing at Level Two.

PERSONNEL
Insurance Committee

An Insurance Committee will review various medical related insurance policies and make recommendations to either the Board of Education or to the certified and non-certified staff members as to which policy offers the best benefits at the most reasonable cost. It will also continuously compare existing coverage with new plans. The committee shall consist of one administrator to be appointed by the Superintendent, three teachers recommended by the President of the CCTA and one support person recommended by the President of the CESP. The recommended committee members will be presented to the Board of Education for approval.

The committee will not serve as an arbitrator between policyholder(s) and insurance company(s).

The Insurance Committee will meet on a regular monthly basis for a minimum of two hours. Each building site supervisor/administrator will provide release time and necessary coverage for committee members. All members' business expenses shall be reimbursed by the district.

PERSONNEL

Intern Teachers

Intern teachers should make application with the Claremore personnel office.

Intern teachers desiring placement in a Claremore School should make arrangements for an interview with the building principal prior to beginning internship.

Intern teachers will serve at the discretion of Claremore Schools and will be expected to adhere to all of Claremore Schools' policies during their internship.

PERSONNEL

Mileage for Shared Teachers (N, 1992)

The Claremore School District will pay one-way mileage (between buildings) for teachers who work at two or more buildings.

The amount of reimbursement will be the current school district rate for mileage.

Reimbursement will be paid one time a year based on student days taught by the teacher. This payment will be made with the June warrants.

The number of student days taught will be accessed through records kept in the superintendent's office.

PERSONNEL

Opening of School In-service (N, 1992)

Opening of school in-service shall be limited to two (2) professional days preceding the first student day.

The non-calendared, non-contract workday immediately before the first student day will be optional attendance. That day will be free of required meetings.

PERSONNEL
Orientation, All Staff

Orientation will be considered a continuing process for staff members new to the system, both certified and support, with the program conducted jointly by the central administration and individual schools.

The program will assist new staff members in becoming acquainted with, and adjusted to, the community, school district, and school--including Board policies, administrative rules and regulations, and the instructional program.

Experienced administrators, coordinators, directors, and staff members will be assigned specific roles in carrying out orientation programs.

The Board requests the cooperation and active involvement of all staff members in helping newcomers become adjusted to the district.

PERSONNEL**Orientation, All Staff, continued****Phase I: Before the Beginning of the School Year**

- A. A letter should be sent to all new staff members and support personnel, welcoming them to the school and offering to help with any questions or problems they may be facing. The letter should also extend an invitation to come to the school to confer about questions or problems. If possible, the new staff member should be informed in the letter about his specific teaching assignment and schedule, and told how to secure a copy of text material to use in class.
- B. The new employee should be sent any material which would help orient him to the school or community prior to the preschool workshop, e.g., teacher handbooks, employee handbook, etc.
- C. An experienced staff member should be identified and assigned to help the new member of the staff become oriented to the school, and to aid the beginner with any special problems that may arise during the school year, either in or out of the classroom. It should be noted that one study found that beginning teachers would seek assistance from an experienced teacher only if the latter taught the same subject or grade and appeared open to friendship.

Phase II: Initial School Workshop and New Staff Orientation

- A. New employees should be introduced to the entire faculty at the first meeting.
- B. Separate meetings for new employees during the initial school workshop should be scheduled which focus on the following topics:
 - 1. nature of the student body and the surrounding community
 - 2. school philosophy and objectives
 - 3. overall school operating policies and procedures
 - 4. the role of supporting personnel in the school or district, e.g., guidance counselor and appropriate referral procedures
 - 5. discipline policies and procedures
 - 6. attendance policies and procedures
 - 7. requisitioning procedures and the use of supplies
 - 8. the role of support personnel in the district (cafeteria, transportation, custodial)

During these separate meetings, new employees should be encouraged to ask questions and time should be provided at later meetings, if necessary, for questions to be raised that may not have been answered in exploring the above topics. The goals of the initial workshop in regard to inducting new employees should be to help them begin to function effectively in a new setting and to become known and accepted by the total school faculty.

PERSONNEL**Orientation, All Staff, continued****Phase III: Follow-Up Activities**

- A. Monthly "rap sessions" with the principal and other appropriate individual for the purpose of discussing the questions, problems, and experiences encountered by new staff members and support personnel.
- B. Individual conferences, as needed, with the principal and the assigned "buddy" teacher. The availability of these conferences will need to be made explicit and their use periodically encouraged before they will be utilized by new staff members to the degree desired.
- C. Interclass and interschool visitations to observe the demonstration of various teaching techniques. (optional)
- D. Specific supervisory assistance early in the year with attendance, discipline, and grading. These three areas seem to give the greatest problems to new staff members, and they will appreciate concrete suggestions from the administrators of the school.

Phase IV: Evaluation of the Orientation Program

The orientation program is no different from any other program, in that it must be evaluated if it is to be improved. An important source of assistance in evaluating a program is its users, which in this case are the new employees. Therefore, the school administrator should attempt during the year (particularly toward the end of the year) to obtain evaluative feedback from the new employees about the strengths and weaknesses of various components of the orientation program, with recommendations for improvement. By securing such feedback, the administrator will not only convey the fact that he cares about the feelings and perceptions of new employees, but he will also be in a much better position to improve the school orientation program for the following year.

PERSONNEL**Payment of Late Salary Increase (N, 1991)**

In the event that a salary increase cannot be included in the first pay warrant of a contract year, a warrant for the amount of raise not included will be issued as soon as possible. The remainder of the raise will be dispersed equally throughout the remainder of the contract period in the ensuing monthly warrants.

PERSONNEL**Personnel File Contents**

The Assistant Superintendent for Personnel is responsible for maintaining and preserving the confidentiality of teacher personnel records.

In order that such records may remain current, building principals and other administrators, as appropriate, are directed to submit all changes in personnel data to the Personnel Office as they occur, including:

- a. Name change.
- b. Address and/or telephone number change.
- c. Change in certification - forward certificate.
- d. Attainment of advanced degree - forward two copies of official transcript (one for file and one to send to the State Department of Education).

Other materials to be forwarded for inclusion in the official record and/or action as appropriate include: (N, 1989)

- a. Original application for employment
- b. Copies of annual contracts
- c. Teaching certificates
- d. College placement material, including official transcripts
- e. Copies of official personnel action with employee written response if available
- f. Letters of commendation
- g. Correspondence pertaining to district workman's compensation liability unemployment
- h. Other material mutually agreed upon.

PERSONNEL

Personnel File Reproduction (N 1989)

The employee shall have the right to reproduce any of the contents of the employee's file.

PERSONNEL**Personnel File Review (N 1989)**

Each employee shall have the right at any time to review the contents of his/her personnel file. A representative of the Association, at the employee's request, may accompany the employee in the review.

The Board or its Administrative Representative, including Building Principal(s), shall not establish any separate personnel file that is not available for employee's inspection. Location of additional separate personnel file(s), if any, will be noted in the central office personnel file.

PERSONNEL**Personnel Records, Other (N 1989)**

Copies of Instructional Evaluations (I.E.C.C.P.S.) for all teachers, with attached employee responses, if applicable, will be kept in the central office file by school year.

Staff development records shall be kept in the master computer program with printed copies available to the employee yearly or as individually requested.

The employee shall have the right to respond to all materials contained in said file(s) and to any materials to be placed in said file(s) in the future. Such employee responses shall become part of said file(s) and attached to the pertinent document(s).

PERSONNEL
Reassignment, Certified and Support

The superintendent or designee shall have the authority to assign or reassign any employee to any approved position for which the employee is certified and qualified and which is deemed to be in the best interests of the district.

PERSONNEL**Reduction in Professional Staff (N 1983)**

In the event of a need to reduce the number of certified personnel because of a projected decrease in student enrollment, a loss of revenue from any source which necessitates a reduction of teaching services, a bona fide consolidation of the school district with one or more other school districts, and/or changes in educational program or curriculum which necessitates a reduction in teaching services, the overall staffing needs of the district will be considered in establishing priorities. Every effort will be made to accomplish the necessary reduction by a combination of attrition and transfer. When this is not possible the following guidelines will be followed:

If the Board is contemplating the layoff of any teacher, it will so notify the President of the Association at least sixty (60) days before the proposed effective date of the layoff, except in cases of bona fide emergency. Such notice will be in writing and will include the specific positions to be affected, the proposed time schedule, and the reasons for the proposed action. The Board or its representative will, if requested to do so, meet and confer with Association representatives regarding the need for, manner of implementation, impact of, and other aspects of the contemplated layoffs within five (5) days after the Association received the aforesaid notice. Any teacher who is to be laid off will be so notified in writing at least thirty (30) days before the effective date of layoff. Such notification will include the proposed time schedule and the reasons for the proposed action.

A teacher who is notified that he/she is to be laid off will have the right to displace the least senior teacher, who has less local tenure, whose work he/she is certified to perform. Written notice to exercise this right must be given to the Superintendent within ten (10) days after receipt of notice that he/she is to be laid off. Within five (5) days after he/she receives such notification, the Superintendent will notify the least senior teacher that he/she is to be displaced.

A teacher who is to be displaced pursuant to this section will have the same displacement rights vis-a-vis less senior teachers as a teacher who is laid off pursuant to the Reduction in Force.

For purpose of RIF, seniority will be computed from the first day as determined by the teaching contract in the Claremore School System. RIF will begin with the least senior teachers. Reduction in non-categorical support staff will be made before certificated personnel will be laid off.

Seniority will continue to accrue during all negotiated leaves of absence where seniority can accrue, and for a period of two (2) years from effective date of layoff. Seniority will not be broken by unpaid leaves of absences, other than those which have been negotiated, or employment by the Board in a position outside the negotiating unit, but such time will not be counted in computing seniority. When seniority is equal the second priority will be certification, the third priority will be education and training.

PERSONNEL**Reduction in Professional Staff (N), continued**

Recall will be in reverse order of being laid off based on the same priorities as RIF.

Notice of recall will be given by telegram or registered mail (return receipt) to the last address given to the Board by the teacher. A copy of the notice of recall will be mailed to the President of the Association. If a teacher fails to respond within ten (10) days after the date of attempted delivery of the above notice of recall, he/she will be deemed to have refused the position offered.

A teacher who is laid off will remain on the recall list for twenty-four (24) months after the effective date of recall unless he/she:

1. waives his/her rights in writing;
2. resigns;
3. fails to accept recall to the position that he/she held immediately prior to his/her layoff or to a substantially equivalent position;
4. fails to report to work in a position that he/she has accepted within ten (10) days after receipt of the notice of recall unless such employee is sick or injured; or
5. has secured temporary employment elsewhere; he/she will be allowed two weeks additional time before being required to report to work.

While on layoff, a teacher will have the option to remain an active participant in the group health insurance plan by paying the premiums.

All benefits to which a teacher was entitled at the time of his/her layoff, including unused accumulated sick leave and extended leave benefits, will be restored to him/her upon his/her return to active employment, and he/she will be placed on the proper step on the salary schedule for his/her current position according to his/her experience and education. A teacher will not receive increment credit for time spent on layoff nor will such time count toward the fulfillment of time requirements for acquiring tenure.

~~PERSONNEL~~

Records Investigation

The Board of Education believes that it has a responsibility to seek only those employees who are qualified in every respect. The Board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this Board of Education to require a signed release from all prospective employees allowing a felony records check to be conducted as authorized by Oklahoma law. The records check may be initiated by the school district's written request, through the Superintendent, to the State Department of Education.

The Superintendent will determine whether to request a records check of the prospective employee's name only, or a check of the prospective employee's name and fingerprints. Further, the Superintendent is authorized to request a state-only check, or a state and national search. Such determinations will be made at the discretion of the Superintendent.

If the Superintendent requests that a national records search be conducted, the prospective employee will be required to furnish a fingerprint card to the Oklahoma State Bureau of Investigation (OSBI) and must pay to the OSBI the cost of the records search up to \$50.00.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of the records search, the OSBI search fee, if any, will be reimbursed up to a maximum of \$50.00,

PERSONNEL

RESIDENT TEACHERS AND RESIDENT COMMITTEES

Pursuant of Oklahoma Statute 70 O.S. 6-195, the District shall appoint a residency committee for each resident teacher.

A resident teacher is a new teacher regardless of certification path (traditional, alternative, emergency) or a teacher working in a new role, such as classroom teacher moving to counselor role, or classroom teacher moving to a librarian role.

The residency committee shall consist of one or more people for the purpose of providing professional support, mentorship and coaching to the resident teacher. A resident teacher must have at least a mentor to be in compliance with the statute.

GUIDELINES AND REQUIREMENTS FOR MENTOR TEACHERS

Qualifications:

- Current or former classroom teacher
- Minimum of two years of classroom teaching experience as a certified teacher
- Similar certification as the resident teacher when possible

Selection

- Selected by principal from list of volunteers with opportunity for input from bargaining agency
- Strong pedagogical and instructional knowledge with commitment to reflective self-growth

Duties

- Meet with resident teacher on a regular basis and document a minimum of 10 hours per school year
- Work **with the resident teacher on classroom management and professional development**
- **Provide professional support, mentorship and coaching**

The resident year shall count toward salary, fringe benefit adjustments, career status, and retirement.

PERSONNEL
Split Schedule

When a teacher is assigned to more than one school, principals shall meet with each other to agree to the assignment of that teacher to one school for the purpose of attending faculty meetings, school activities, and non-teaching duties. Teachers should be advised of their assignment.

Principals at each school should feel free to request that the teacher attend special meetings, programs, etc. at either school when the teacher's attendance is particularly necessary. Such request may be either verbal or by a note left in the teacher's mailbox. Requests for this teacher to attend meetings at other than assigned schools should be made only when necessary.

PERSONNEL

Staff Development

Staff Development for instructional personnel shall be in accordance with the Staff Development Plan approved by the Board.

The Claremore Staff Development Committee recommends the yearly accumulation of fifteen (15) points. A minimum of seventy five (75) staff development points must be accrued within a five-year period with at least five (5) points being accumulated every year, as long as the accumulation equals the points necessary to comply with each step of the five year accumulation schedule below:

First year - 15 points

Second year - 30 points

Third year - 45 points

Fourth year - 60 points

Fifth year - 75 points

Any teacher not meeting the minimum annual staff development requirement of points as set out by the above schedule will not receive the next salary increment affecting said teacher.

Any teacher not meeting the minimum annual staff development requirement as set out by the above schedule for two (2) consecutive years, or failure of any teacher to meet the five-year staff development requirement of 75 staff development points will not have his/her contract renewed by the Claremore Board of Education. This policy provides that any action taken against an employee by the Board of Education includes the right of appeal before the Board of Education. The accumulation period for points will coincide with the fiscal school year calendar, July 1 June 30.

Each hour of college credit will count as fifteen in-service points. All course credit and/or workshops must be taken to further degree, certification, or related to a teacher's field of teaching.

There is no cap on the number of points earned per educational workshop, however each teacher must have a minimum of 3 separate activity entries recorded toward the yearly 15 total points. When workshops occur during school time, upon individual request, professional release time will be available and substitute pay charged to Staff Development (HB 1706).

Teachers may accumulate up to 6 points (hours) of staff development through visitation/observation of out-of-district programs having specific relevance to the individual's teaching assignment. This may occur in one full day visitation (6 hours) or two half-day visitations (3 hours each). These visitations should be arranged by the teacher on professional days. However, professional release time and substitute pay may be used if applied for from the Staff Development Committee in writing at least one month prior to the planned visitation. Without written prior approval, the teacher will assume cost of substitute pay at a rate determined by the Superintendent.

PERSONNEL

Staffing Philosophy

In order to achieve the learning objectives established by the Board, the classrooms must be staffed by competent, professional teachers. All other elements of learning--materials, building, administrators, organization, and procedures--though important, are secondary to the caliber of teacher assigned to the classroom. The recruitment, appointment, motivation, and retention of good teachers is primary in the allocation of administrative energy.

We believe that the following characteristics describe the type of teacher wanted in the Claremore schools:

1. Teachers prepared to meet the certification specifications and prescriptions, preferable beyond, but who recognize that learning is an ever-continuing process.
2. A staff diversified in methodology so that children can profit from the challenges of a variety of teaching techniques in keeping with accepted learning principles.
3. Teachers who recognize that children differ in their capacities for mastering the various subject matters and that each pupil in this district is entitled to discover and perform to his intellectual capacity.
4. Teachers who recognize that motivation for learning is the primary task of a teacher.
5. Teachers who recognize that learning takes place in a variety of ways and stems from numerous sources, of which the school is just one important source.
6. Teachers who recognize that children tend to imitate the behavior of their instructors and that the teachers, therefore, have an obligation to live exemplary lives according to the standards of American society.

PERSONNEL
Substitute Teachers

It will be the responsibility of the superintendent's designee to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of Board-approved substitutes furnished by the superintendent's office.

In the filling of these temporary vacancies, an effort will be made to secure substitutes who have full certification and, at the least, training or experience at the level or in the subject specialization of the teacher who is absent. Only fully certificated substitutes will be assigned to classes whose regular teachers are on long-term leaves of absence (over 35 days).

An attempt will be made to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one teacher, and by calling back a substitute to serve in a classroom in which she/he has already performed successfully.

Substitute teachers are not eligible for sick leave or insurance benefits provided by the Board of Education.

PERSONNEL**Substitute Teachers, Arrangements by Professional Staff****Lesson Plans and Emergency Folders**

Each teacher is to keep a set of daily plans. These plans are to be made in advance and kept in the teacher's desk where, if an emergency arises, a substitute will have easy access to them. Duplicate plans are to be filed in the principal's office if the principal so desires.

Each teacher will file an emergency folder in the office. The folder will contain the following:

1. Daily schedule.
2. Title(s) and location(s) of books used (including teachers' guides and general procedures and plans for use).
3. Seating chart (or names on desks in the lower grades).
4. Location of special materials (tests, work sheets, SRA kits, etc.)
5. Emergency procedures and materials if daily lesson work cannot for some reason be covered by a substitute.
6. List of routine procedures and how to handle them.
7. Special duty list of students who generally take care of class chores or of especially reliable students.
8. Schedule of students and release time for labs (if applicable).
9. Schedule of students and times for instrumental music instruction.
10. Cafeteria, assembly, assembly seating, club, detention, recess schedules (wherever applicable).
11. Bus list.
12. Pertinent personal data (such as any special requirements related to students with handicapping conditions).
13. Outline of games, activities, or projects that students might be involved in and which would support the achievement of overall goals for that class.

PERSONNEL

Substitute Teachers, Pay

Substitutes who are certified will be paid \$60.00 per day. Non-certified substitutes will be paid \$50.00 per day.

Certified substitutes will be paid \$60.00 per day for the first fifteen consecutive days of a longterm substitution. They will be paid \$100.00 for each consecutive day thereafter. If the substitute goes into another long-term consecutive substitution, he/she will start again at \$60.00 per day for the first fifteen consecutive days and \$100.00 for each consecutive day thereafter.

Certified substitutes must have current Oklahoma certification on file in the Superintendent's office in order to qualify for certified pay.

Substitute teachers who teach less than a full day will be paid on an hourly basis. A certified substitute will be paid \$8.60 per hour and a non-certified substitute will be paid \$7.15 per hour. (Example: A certified substitute who works four hours will be paid \$34.40 and non-certified substitute who works four hours will be paid \$28.60). The hours for substitutes for part of a day will be turned in to the central office by the building principal or director.

An individual with a Bachelor's degree can substitute 100 days.

Non-certified substitutes can only work 70 school days or a total of four hundred and ninety school hours. The total number of hours will be kept on file at the central office.

PERSONNEL

Summer School Teachers (N 1990)

Summer school teachers will be paid at the rate of \$25 per hour.

PERSONNEL

Teacher Lunch Period (N, 1991)

Each teacher shall have a 30-minute uninterrupted lunch period without supervision of students.

PERSONNEL**Teacher-Parent Conference Days (N, 1994)**

For the 1995-96 school year, there will be two Teacher-Parent Conference Days, one for each semester.

The first semester Teacher-Parent Conference day will be held during American Education Week, Thursday evening 4:30-8:00 p.m. and Friday morning 8:05-12:00 noon. Teachers will have one (1) fifteen minute break for the evening session and one (1) fifteen minute break for the morning session. This combination of time will equal a normal work day.

The second semester Teacher-Parent Conference day will be the last scheduled teaching day. Teachers will be available for conferences between 8:00 a.m. and 3:15 p.m. Teachers will take a lunch break.

These two days shall be registered as days taught as per Oklahoma Statutes Article 1, Section 9.

PERSONNEL

Teacher's Request for Field Trip

It is recommended that teachers requesting a field trip complete the Field Trip Form and submit the form to the principal for his/her approval.

PERSONNEL

Teacher Work Day and Teachers' Meetings (N 1991)

Any teacher who exceeds the 6 hour 55 minute workday, excluding lunch, shall be compensated at the "bought planning period" rate or according to the extra duty schedule.

At a building site where a flexible workday is offered, participation will be voluntary.

Except in emergency situations, teachers' meetings shall not be held more than once per week. Said meetings shall not continue more than thirty (30) minutes beyond the workday.

No meetings shall be required before the reporting to work time.

PERSONNEL

Use of Tobacco Products

Smoking and Background

Smoking has been identified as a significant health problem in the United States. It is a leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer.

Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

Purpose

The Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The Board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the Board discourages the use of tobacco products by its staff and students.

Policy

Smoking and the use of tobacco products in any form is prohibited on Claremore Public Schools property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited.

"Policy is considered to be enforce 24 hours/7 days/week year round."

This policy applies to all events, school sponsored or otherwise.

"Tobacco products" include, but are not limited to: cigarettes; cigars; loose tobacco; rolling papers; chewing tobacco; snuff; matches; lighters; e-cigarettes; digital/personal vaporizers; and electronic nicotine delivery systems.

At or near each entrance of every District building, the following sign shall be conspicuously posted: "Smoking in this Building is prohibited."

"Smoking" means the carrying by a person, or having access to, a lighted cigar, cigarette, pipe or other tobacco product. "Smoking" also includes using products which mimic or simulate smoking behavior — **regardless of whether such products actually contain tobacco.** This prohibition includes, but is not limited to, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

PERSONNEL**Use of Tobacco Products continued —****Enforcement**

The success of this Policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this Policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using possessing or distributing tobacco products in violation of this Policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the Board's policies regarding student discipline for secondary students or expulsion for adult students.

Section 759 of the **School Laws of Oklahoma** is made a part of the policy.

Section 759. Refusal of Minor to Furnish Information Concerning Acquisition of Cigarettes, Cigarette Papers, Cigars, Snuff, Chewing Tobacco, or Other Tobacco Products.

Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding Five Dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper (21-2341).

Staff

Any violation of this Policy by staff will be referred to the appropriate supervisor. One (1) written warning will be issued to the staff member, with a copy placed in his or her District personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly, based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

PERSONNEL

Use of Tobacco Products continued —

Citizens

Citizens who are observed smoking or using tobacco products on District property in violation of this Policy will be asked to refrain from smoking on District property. If the individual fails to comply with the request, his or her violation of this Policy may be referred to the Building Principal or other District administrative personnel. Repeated violations may result in the individual being prohibited from entering onto District property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with the enforcement of this Policy.

#

PERSONNEL
CERIFIED
Vacancies Within System (N)

A vacancy is determined by the site or department administrator with authorization to post given by the superintendent's designee, normally the assistant superintendent of personnel.

All teaching and administrative position openings will be posted via the district's email system. Reassignments within the building are the responsibility of the building principal. The superintendent or designee will notify the CCTA President or designee of any openings once a position is determined opened.

Postings will be made primarily by facsimile and other electronic means as soon as they occur. Postings shall include open and closing dates.

The district reserves the right to post closing dates as "until filled" on vacancies that occur after July 1. Consideration will be given for loss of instruction time or planning for instruction.

All applicants from within the Claremore School system will be interviewed unless the vacancy occurs between August 1 — September 10. The district can interview applicants before the closing day listed on the job posting. In all cases, the applicant considered to be the best qualified for the position will be hired. Things being equal, the Claremore employee will get the position.

SUMMARY OF BENEFITS (*Exhibit Only - See individual policies for detailed information*) **CERTINED STAFF**

1. Above Degree Hours Incentive Pay

Bachelors = \$125.00 for each 5 hours to a maximum of 30 hours

Masters = \$125.00 for each 5 hours to a maximum of 60 hours

2. Activity Pass

Teacher and immediate family free admission to all school sponsored activities.

3. Bought Planning Period, Instructional, Student Supervision

One-sixth of teacher's yearly salary

4. Bought Planning Period, Non-Instructional, No Supervision

\$1,000.00

5. Compensation

High School Department Head

Paid based on extra-curricular stipend schedule for up to 5 teachers, additional \$50.00 for 6 or more teachers.

Sponsoring School Events

\$25.00 per event

6. Death Benefit

\$30.00 for each day of sick leave to a maximum of 120 days or a maximum of \$3,600.00 payable to designated beneficiary.

7. Increment Funding

Salary steps based on Teachers Salary Scale.

SUMMARY OF BENEFITS *(Exhibit Only - See individual policies for detailed information)*
CERTIFIED STAFF, continued

8. Insurance

Plan 125 Benefit (After One-Half Year)

Employees may voluntarily participate in this plan with no administrative cost to the teacher.

Health Insurance

\$41.38 district and 69.71 State flex (\$111.09) per month for 12 months. Added to teacher's salary. Total \$1,333.08 per teacher per year.

Teachers who are eligible to opt out of the district's health insurance program may apply this amount toward a tax-sheltered annuity or take it as taxable income.

9. Masters, Doctorate Degree Salary

Teacher receives salary at next level if requirements are met mid-year.

10. One-Half Year Salary Step

Teachers with one-half year teaching experience beyond the total full year's experience will be advanced to the next step on the salary scale. Total of 90 days = one-half year, must be served in two consecutive years.

11. Leaves

Bereavement

7 working days in death of immediate family,

or 2 days if relationship is third-degree, plus

2 days if death in immediate family involves distance greater than 200 miles from Claremore

Extended

Without pay, able to return to same position.

SUMMARY OF BENEFITS (*Exhibit Only - See individual policies for detailed information*) **CERTIFIED STAFF**, continued

Family

Per Federal Regulations under the Family and Medical Leave Act of 1993

Personal

3 days (if not used, may be sold back at substitute teacher's pay or may be rolled into accumulated sick leave).

Personal Business

3 days at substitute deduct rate

2 of the 3 unused personal business leave days may be rolled into additional accumulated sick leave

Professional

Involves direct benefit to students. District provides a paid substitute.

Professional Association Participation

Use of professional leave for OEA Delegate Assembly

OEA Board of Directors Meeting/OEA Delegate Assembly, reimbursed by OEA

Sick Leave

10 days per year for personal illness; district provides a paid substitute

60 days can be transferred to Claremore from another district within the state.

Benefit

For continuous, long-term illness

10 days after use of short-term sick leave and before emergency leave; district provides a paid substitute

Taken in whole or part

SUMMARY OF BENEFITS (*Exhibit Only - See individual policies for detailed information*)
CERTIFIED STAFF, continued

Emergency

5 days; district provides a paid substitute

Non-cumulative

Some **restrictions apply**

State-Mandated Sick Leave Payment After Leave Exhausted (Statutory Emergency Leave)

If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount:

1. Actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

Leave, Sick, Catastrophic

Use after Personal, Sick, and State Mandated leaves have been exhausted

District provides one day per year per teacher to a bank

Limited to 30 days per year per teacher

If for employee, 20 days statutory emergency leave at substitute deduct rate must be exhausted before applying.

If for spouse, child or parent, the 20 days substitute deduct will not

apply. 12. Retirement

District pays 100% of retirement contribution.

\$35.00 for each day of sick leave to a maximum of 140 days (\$4,900.00 maximum) provided teacher is eligible to retire.

**PERSONNEL
CERTIFIED
BENEFITS**

Above Degree Hours Incentive Pay (N, 1989)

Incentive pay for hours above Bachelors Degree shall be \$125 for each 5 hours up to a maximum of 30 hours.

Incentive pay for hours above Masters shall be \$125 for each 5 hours up to a maximum of 60 hours.

The hours shall be approved by the committee constituted by the Local Above Degree Hours Incentive Pay Guidelines. Proof of satisfactory completion of course work (photocopy of transcript) must be filed with the committee on or before October 1 of each year.

**PERSONNEL
CERTIFIED
BENEFITS****Above Degree Hours Incentive Pay, Guidelines (N, 1989)**

All credit hours above a Bachelor or Master Degree earned by September 1 of the current school year shall be considered for approval. In order to be paid for the current school year, teachers must submit official transcripts and application for incentive pay to the CCTA building representative by October 1 of the current school year.

A committee consisting of the CCTA building representatives, the CCTA president, and the superintendent or designee will consider all applications for incentive pay.

Applications will be in writing and on forms designed by the committee and may be submitted to any building representative. The superintendent or designee will set the meeting date to consider applications on or before November 1.

Course work filed after October 1 will not be accepted or considered for incentive pay for the current school year. It can be submitted the following school year.

It is agreed that the only requirement for approval of a course shall be that the committee agree by a majority vote that the course work as described in the granting institution college catalog should be beneficial to the applicant in his or her role as an educator.

Incentive pay granted for each 5 hours above Bachelor and Master Degrees will be itemized and paid by a separate warrant on approximately December 10. A teacher not fulfilling his/her contract will pay back on a pro-rata share of his/her incentive pay based on the 180 day contract. (N 1993)

**PERSONNEL
CERTIFIED
BENEFITS Activity
Pass (N, 1987)**

Each teacher shall receive an activity pass that will admit the teacher and his or her immediate family to all school sponsored activities.

PERSONNEL**CERTIFIED****BENEFITS****Bought Planning Period (N, 1992)**

For all bought planning periods that include student supervision, pay will be based on the fraction of the student day taught. This fraction of the individual's yearly salary will reflect the individual's degree level and years of experience.

For non-instructional duties where student supervision is not part of the required duties, the payment will be \$1,000.00.

Assumption of planning period instruction assignment or non-instructional duties will be voluntary. The planning period assignment shall be with the approval of **the** site administrator.

The compensation for a partial year assignment will be pro-rated.

PERSONNEL

CER _____

BENEFITS

Compensation, High School Department Head (N, 1994)

High school department heads shall be paid a percentage based on the extra duty payment schedule for coordinating a department of up to five full time teachers. An additional \$50.00 will be paid per teacher supervised for coordinating a department of six or more full time teachers. Multi-site or multi-department teachers shall be combined to determine if equivalent to one full time teacher.

**PERSONNEL
CERTIFIED
BENEFITS**

Compensation, School Event (N, 1992)

The school organization sponsoring a school fundraising activity requiring volunteer workers at athletic events, at dances (excluding prom), and at any other money generating event shall compensate those volunteer workers at \$25.00 per event.

Nothing contained herein precludes a volunteer working an event from choosing to refuse compensation.

PERSONNEL
CERTIFIED
BENEFITS**Court Witness and Jury Duty Leave**

When a school district employee is subpoenaed to testify in court in a case in which (s)he is not a party (unless the case is related to his/her position with the Claremore School District) or is summoned to serve on a jury, (s)he will be granted leave when such subpoena or summons is verified. During any such absence, such employee will be entitled to receive his/her regular salary and all fringe benefits (s)he would normally receive.

All fees received for each court appearance or services, up to but not in excess of the employee's rate of pay, will be remitted to the district. The exception is the mileage allowance; employees will be allowed to keep the mileage allowance if they choose.

Requests for court witness or jury duty leave should be requested on the leave Request Form. Leave requests must be accompanied by a copy of the jury summons or subpoena.

**PERSONNEL
CERTIFIED
BENEFITS Death
Benefit (N, 1988)**

If a teacher dies while employed by Claremore Schools, the district shall award payment for unused sick leave days to the designated beneficiary, as listed in the Teacher Retirement System.

Payment will be thirty dollars (\$30) for each day of sick leave up to a maximum of one hundred forty days (140 days) accrued with Claremore Schools. No payment shall be considered for accrued sick leave days transferred from another district.

PERSONNEL

CERELFIED

BENEFITS

Incentive Pay Period (N, 2005)

Incentive pay for each 5 hours above Bachelor's and Master's Degree will be itemized and paid by a separate warrant on approximately December 10. Teachers not fulfilling his/her contract will pay back on a pro-rata share of their incentive pay based on the 181 day contract.

**PERSONNEL
CERTIFIED
BENEFITS**

Insurance, Health, Compensation (N. 2004)

Beginning with the 2004-2005 school year, 100% of a single premium Health Choice High Option will be available to every certified employee on the State Health Insurance Plan.

Plan participation requirements shall be established as required in Oklahoma State and Education Health Insurance Plan regulations.

Beginning the 2002-2003 school year, teachers not participating in the State or local insurance plan will continue the 2001-2002 level benefit applying the monthly State \$69.71 as taxable income.

**PERSONNEL
CERTIFIED
BENEFITS**

Insurance, Plan 125 Benefit (N, 1989)

When the school system enters into a contract for an IRS 125 Plan with an approved plan administrator, then-employees may voluntarily participate in this plan with no administrative cost to the teacher.

The cost of administration of the program will be absorbed by the district through the savings generated by reduced costs in employer FICA matching funds.

BEVEAVEMENT LEAVE

Each teacher shall be granted up to seven (7) working days bereavement leave without loss of pay which shall apply to each occurrence of death to the immediate family. This includes the involuntary passing of an unborn child during pregnancy. In the event of *pregnancy loss, leave will be granted upon notification of the loss.

Each teacher shall be granted up to two (2) days bereavement leave without loss of pay and which shall apply to each occurrence of death of any other family member: first, second, or third degree by affinity or consanguinity. See chart below for definitions.

Details:

Degrees of immediate family by affinity (marriage) or consanguinity (blood) are defined as the following:

- First degree - father, mother, husband, wife, and children including corresponding step relatives.
- Second degree - grandfather, grandmother, brothers, sisters, father-in-law, mother-in-law including corresponding step relatives.

**Pregnancy loss: A pregnancy loss is defined as a clinically-recognized pregnancy involuntarily ending before 20 weeks, generally titled "miscarriage", or after 20 weeks which is known as "stillbirth."*

When the occurrence of death to the immediate family involves a distance greater than 200 miles from Claremore, the staff member shall be granted up to seven (7) bereavement days and two (2) travel days without loss of pay.

Personal days may be used in combination with bereavement days. Emergency days may be applied for at the same time.

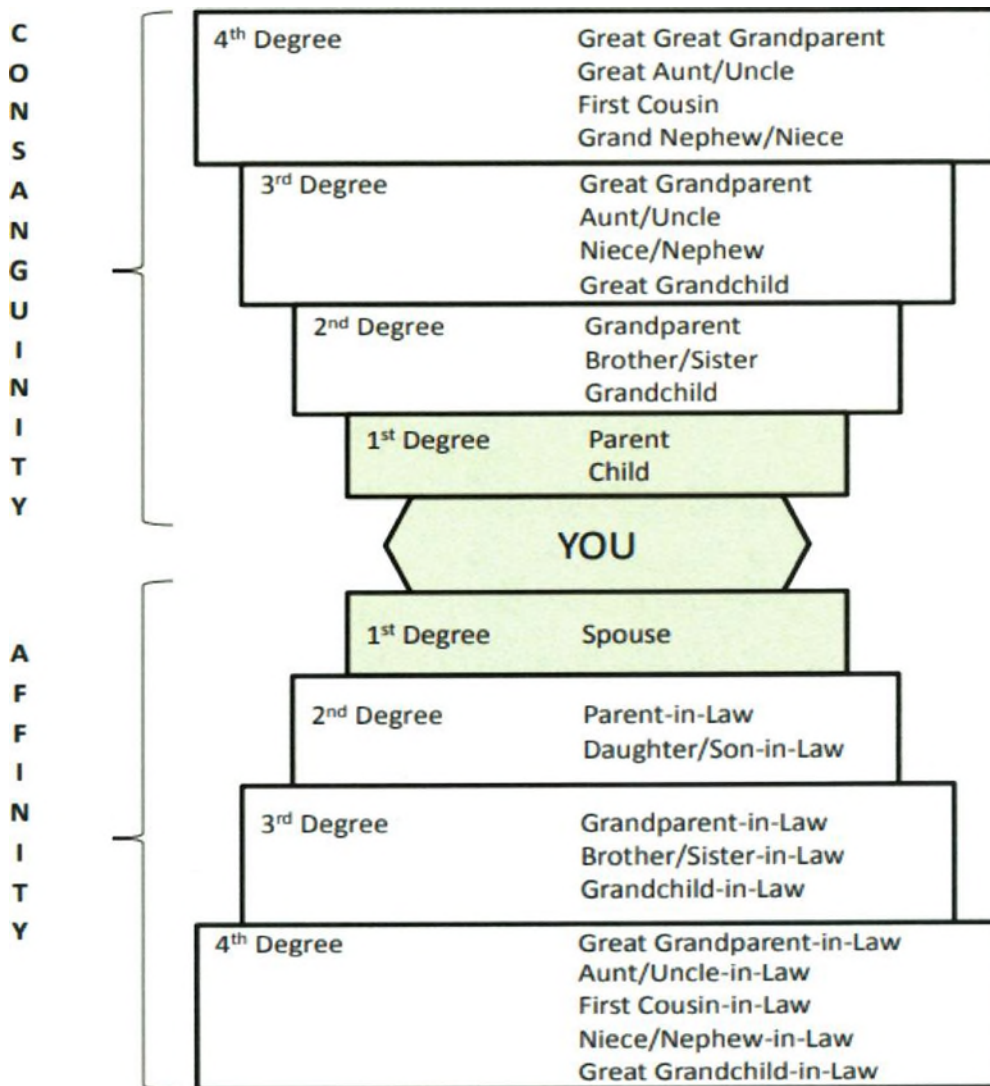
If emotionally distraught over death or injury, then the employee may request the bereavement be extended by the Superintendent. Such extended leave will be charged as sick leave.

In the event of the death of a non-family member, the teacher may submit a request, including arrangement details, to administration or immediate supervisor who will have the final approval. If approved, days granted will be at the substitute deduct rate.

BEREAVEMENT LEAVE (continued)

The District reserves the right to require proof of the death/relationship before approving bereavement leave under any category.

IMMEDIATE FAMILY MEMBERS



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

**PERSONNEL
CERTIFIED
BENEFITS****Leave, Emergency (N, 1994) (Short-Term)**

Each teacher shall be granted five (5) days emergency leave during each school year without loss of pay. Emergency leave shall be defined as any business which shall require a teacher's presence for which the teacher has no control over the date or time and/or when all other accumulated sick leave has been exhausted. Emergency leave is leave which is of urgent nature requiring immediate and timely attention within an unexpected set of circumstances. Verification may be required.

The emergency leave shall not be cumulative from one school year to the next.

Emergency leave will not be granted for the following:

- a. A pleasure trip (conventions with or without spouse, sporting events, shopping, etc.)
- b. Any event which involves monetary gain to the teacher (exception--estate settlement of immediate family member).
- c. An attempt to seek another job.
- d. Inclement weather.

Procedure for Application

The teacher will contact the building principal and obtain the appropriate form. Request may be made and granted by telephone with the appropriate form being filed within one working day upon return to work. If emergency leave is denied by the building principal, the teacher may appeal to the superintendent only.

PERSONNEL**CERTIFIED****BENEFITS****Leave Exhausted, Salary Payment (N, 1989)**

Any teacher expecting to have a prolonged absence for personal accidental injury, illness, pregnancy, or family accidental injury or illness shall have a conference with the Superintendent to clarify the loss of salary conditions.

The absent teacher is not required to pay a certified substitute more per day than the absent teacher earns per day. If there is a difference between the teacher's pay per day and the certified substitute's pay per day (up to the maximum of B+5 rate) the district will pay the difference.

In those cases when a substitute teacher is not hired in a teacher's absence, the district will deduct thirty five dollars (\$35.00) per day from the teacher's salary.

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Extended (N) [Long-Term]

Extended leaves of absence without pay may be granted for the reasons stated in this section only after the employee has been employed by the Claremore School District for at least three (3) consecutive years as a full-time contract employee.

Extended leaves of absence will not be granted to employees who do not meet the conditions or who fail to follow the procedures outlined in these items. *Extended leaves of absences are not for seeking other employment or exploring other business opportunities.*

An employee requesting an extended leave of absence or renewal of a previously granted extended leave of absence shall submit a written request to the Superintendent by May 1. Such request shall designate the reason for such leave, and the beginning and terminal dates of the requested leave.

All extended leave of absence shall expire automatically on June 30 of each year, subject to renewal. If the position of the employee is eliminated during the first academic year of the extended leave of absence, the employee shall be returned to a substantially equivalent position.

Extended leaves of absence are granted in the following situations:

Infant Child Care (A): An employee may request an extended leave of absence in order to care for a newborn or adopted child, in the immediate family.

Personal Illness (B): Requests for leaves of absence for personal illness, requests to return from such leaves, or requests to extend such leaves must be accompanied by a physician's statement. The statement will indicate the nature of the illness and specifically state that the individual is unable to perform his/her assigned duties or other gainful employment. The statement to return shall indicate that the employee has sufficiently recovered to resume normal duties. Teachers on leave of absence for personal illness will not be permitted to substitute teach.

Caring For Sick Member of Immediate Family (C): Request for leave of absence to care for a sick member of the employee's immediate family must be accompanied by a physician's statement.

PERSONNEL
CERTIFIED
BENEFITS

Leave, Extended (N) (Long-Term), continued

Further Study (D): An extended leave of absence for further study may be granted for approved courses of study for not less than 20 hours of credit for the school year. Teachers failing to comply with this requirement will not be entitled to leave of absence benefits. This leave of absence may be extended for a second successive school year. Requests for leave of absence for further study submitted after May 1 will not be granted.

Other (E): Extended leaves of absence for reasons other than those listed in Sections A through D may be recommended by the Superintendent to the Board of Education when in judgement of the Superintendent such leave would be in the best interest of the school system and/or the teacher. This will include employees in military reserve/guard units being deployed.

Return From Extended Leave of Absence: Approval to return from extended leave must be secured in advance of the requested date of return. Requests should be in written form and directed to the Board of Education.

Requests to return from extended leave for personal illness, or temporary disability must provide a physician's release to return to work, stating that the employee has sufficiently recovered to resume normal duties.

Requests to return from extended leave for study should be accompanied by an official transcript showing successful completion of 20 hours of college credit during a year's leave or showing such courses in progress.

If a request for a return or for the extension of an extended leave of absence has not been submitted in writing to the Board of Education prior to March 1 each year, the leave of absence will lapse and the individual's employment will be deemed to have been terminated.

The employee returning from extended will be assigned to a position that they are credentialed to hold. If it is determined that the employee on an extended leave is in the employ of another company or self-employed the employee will not be granted a return to work privilege with Claremore Public Schools.

In granting an extended leave of absence beyond one year, the Board of Education signifies its intention to reemploy the employee at the end of the leave, provided the employee complies with all requirements of reemployment and the provisions stipulated in board policy and state law.

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical (N)

It is the policy of Independent School District No. 1 of Rogers County, Oklahoma, commonly known as the Claremore School District ("School District" or "District"), to comply fully with the requirements of the Family and Medical Leave Act of 1993 ("FMLA"). This Act, as supplemented by the National Defense Authorization Act of 2008 ("NDAA") requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for servicemember family leave. "Eligible employees" are those employees who: (1) have been employed for at least one year by the School District; (2) worked at least 1,250 hours during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA. Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement.

Reasons for Leave

All eligible employees who meet FMLA or NDAA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
2. to care for a spouse, child or parent with a serious health condition;
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. because employees' circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress; or
5. for military caregiver leave to care for a servicemember who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School District's sick leave policies.

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued (N)

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

Active Duty Leave

The District must grant up to 12 workweeks of leave during a 12-month period because employees' circumstances qualify for leave due to a spouse, child, or parent who is a

servicemember of the Armed Forces Reserve components or National Guard or retired servicemember of the Armed Forces or Reserves and is on active duty or called to active duty status in support of a contingency operation. As part of active duty leave, employees only can take up to 7 calendar days of leave for a short-notice deployment exigency beginning on the date servicemembers are notified of an impending call or order to active duty; they also only can take up to 5 days of leave for each rest and recuperation exigency.

Qualifying Exigencies for Purposes of Active Duty Leave

Qualifying exigencies are defined as:

- Short-notice deployment: employees can take leave to address issues that arise from servicemembers' call or order to active duty seven calendar days or less prior to the date of deployment;
- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers' active duty or call to active duty;
- Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers' active duty or call to active duty;

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued (N)

- Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature
- authority, or obtaining military identification cards and to act as the servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;
- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;
- Rest and recuperation: employees can take leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;
- Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active duty status or to address issues arising from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements; and
- Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the District and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.

Servicemember Family Leave

Servicemember family leave entitles an eligible employee, who is the spouse, son, daughter, parent or next of kin of a covered servicemember to a total of 26 workweeks of leave during a single 12-month period to care for the servicemember.

A "covered servicemember" is generally any member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing treatment or therapy for a serious injury or illness incurred while on active duty.

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued (N)

"Serious injury or illness" means an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Eligible employees are entitled to a combined total of 26 workweeks of FMLA leave and may not exceed that amount during the 12-month period by combining servicemember family leave with other forms of FMLA leave. Eligible employees must provide at least 30 days' notice of their intention to take servicemember family leave whenever the necessity for such leave is foreseeable based on planned medical treatment; otherwise, notice of leave must be reasonable and practicable. As with other leave provided pursuant to this policy, an employee approved for servicemember family leave is required to substitute accrued paid leave for any part of the 26-week period of servicemember family leave.

Availability of Leave

In determining the availability of leave, the School District will consider the employee's accrued leave entitlement (whether paid or unpaid) by virtue of existing employment policies. The intent of the School District is to insure that each individual covered by FMLA or NDAA shall have the leave benefits available as a result of the Act's requirements. It is not the intent of the School District or this policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by FMLA or NDAA. Thus, an eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the 12 week or other period. It is the policy of the School District that all paid leave will be used first before unpaid leave.

In the event the application of School District policies, pursuant to Okla. Stat. tit. 70, § 509.1 *et seq.* results in less leave than is required by FMLA or NDAA, an eligible individual will be entitled to such additional unpaid leave as is necessary to result in the minimum leave specified in both laws for covered individuals.

Where the employee's spouse is also employed by the School District, the total number of workweeks of FMLA leave to which both spouses are entitled is limited to 12 workweeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

Application for Leave

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued (N)

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application is available from the office of the Superintendent.

The application for leave must be submitted at least 30 days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than 30 days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the School District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the "Reasons for Leave" provisions.

Leave Based on a Serious Health Condition

A Medical Certification Statement must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her position. The School District reserves the right to require the employee to obtain a second medical opinion at the School District's expense. If the opinions of the first and second health care provider differ, the School District may require a third opinion from a health care provider mutually agreed upon by the School District and the employee. When the employee is prepared to return to work after taking leave for the employee's own serious health condition, the employee must provide certification by his or her health care provider that the employee is able to resume work with or without limitations or accommodations.

The School District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless: (1) the employee requests an extension of leave; (2) changed circumstances occur regarding the illness or injury; or (3) the School District receives information that casts doubt on the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued(N)

different than stated in this paragraph. In any instance, re-certification requests will be the same as designated in the FMLA or NDAA.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will be needed for care. Where leave is requested due to the serious illness or injury of a servicemember, certification may also be required.

Intermittent Leave or Leave on a Reduced Leave Schedule

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification or other information required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the School District.

In any instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, or due to servicemember leave, the employee must try to schedule the leave so as not to unduly disrupt the School District's operations. In the event the employee takes intermittent leave or reduced leave the School District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used. the School District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the School District may deny the taking of leave until 30 days after notice was provided,

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued(N)

or may require the employee to take leave for either a "particular duration" or accept an alternative position.

Leave Taken Near the End of an Academic Term

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a term, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the 5 weeks before the end of the term, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last 3 weeks of the term, and if the leave will last more than 5 working days, the School District may require the employee to take leave until the end of the term.

For the purposes of this Policy, the word "term" means the first term or Fall semester term of each academic year and the second term or Spring semester term of each academic year.

The Effect of Leave on Benefits

During a period of family or servicemember leave, an employee will be retained on the School District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium by deadlines established for the coverage may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious

PERSONNEL

CERTIFIED

BENEFITS

Leave, Family and Medical, continued(N)

health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of qualifying leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

Reinstatement to Former Position

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The School District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the School District. A highly compensated employee is one who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the School District.

An employee who is ready to return from leave must complete a *Notice of Intention to Return from Family or Medical Leave* before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least 5 working days prior to the employee's planned return.

Failure to Return From Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

Interpretation of Act

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Family and Medical, continued(N)

The School District intends to remain faithful to the requirements of FMLA and NDAA. Questions regarding the interpretation, administration, and application of the Acts to eligible employees shall be resolved by reliance on the FMLA or NDAA and their interpretive regulations, Where relevant, the School District will also consider its policies, rules, and practices; however, any conflict between the applicable Act and District policies will be resolved by reference to the relevant Act.

Approved this 14th day of December, 2009.

PERSONNEL

CERTIFIED

BENEFITS

Leave, Personal (N, 1992) (Short-Term)

Each teacher will be granted three (3) days personal leave during each school year without loss of pay. Those three (3) days are permitted to be used in whole or half without restriction or limitation. Upon notice to the immediate supervisor of intent, the leave shall be granted without reason or explanation required. Written notice may be given up to 24 hours following the date of leave taken.

The personal leave shall not be cumulative from one school year to the next. Any of the three (3) unused personal leave days may be sold back to the district at \$65 per full day or \$32.50 per half day or may be rolled into additional accumulated sick leave. Payment for personal leave days shall be made by separate warrant.

Unused personal days will be automatically rolled over into sick leave days unless a teacher notifies the business office otherwise. Notification must be made in writing and sent to the personnel office within two (2) weeks of the beginning of the school year.

Personal leave cannot be taken one day before or after the following holidays: Labor Day, fall break, Thanksgiving break, winter break, spring break, Memorial Day, or any other holiday during which school is not in session.

No more than two (2) teachers at a school with less than twenty (20) teachers and ten (10) percent of the teaching staff at other sites shall be allowed to use Personal Leave on any given work day. Requests shall be granted on a first-come, first-served basis.

PERSONNEL
CERTIFIED
BENEFITS**Leave, Personal Business (N, 1993)**

Three (3) days of personal business leave are available to each teacher at the substitute deduct rate. Personal business leave days shall be defined as days in which the teacher may conduct personal business that must be conducted at times when school is in session. Personal business leave will not be granted for participation in non-educational political activities, social activities, seeking or interviewing for other employment, performing a service for wages, or participating in entertainment, travel, or recreation.

Prior approval from the superintendent must be obtained before personal business leave may be taken.

Personal business leave shall not be cumulative from one school year to the next. If unused, two of the three unused personal business leave days will be rolled automatically into "additional accumulated sick leave".

An annual accounting of accumulated sick leaves will be posted at each building site including the following information:

1. accumulated sick leave
2. unused personal leave rolled into accumulated sick leave
3. unused personal business leave rolled into accumulated sick leave
4. accumulated sick leave brought from employment in other Oklahoma districts.

PERSONNEL**CERTIFIED****BENEFITS****Leave, Personal Day, Compensation Transfer (N 1990)**

A teacher may transfer any of his/her personal days compensation to a specific colleague who has exhausted all leaves. Names of participants will remain confidential. The school district will pay the value amount of these designated days to the colleague under the normal pay period time lines. This transfer of personal days compensation will be made by a designated transfer form available through the superintendent's office.

PERSONNEL
CERTIFIED
BENEFITS

Leave, Personal, Pay (N, 1993)

Each teacher who does not use part or all of district paid personal days shall receive \$50.00 per remaining full personal days or \$25.00 per remaining 1/2 days. (One-half day constitutes the period ending or beginning closest to 11:45 A.M.) Payment shall be made by a separate warrant.

Any teacher may choose to redesignate unused personal leave days as sick leave days to accumulate for the following year(s). If this option is chosen, it is understood no payment for unused personal days will be made.

Notice of intent to receive payment for unused personal leave days rather than roll them into the accrued sick days must be made in writing to the business office within two weeks of the beginning of the school year.

PERSONNEL
CERTIFIED
BENEFITS

Leave, Professional (N 1989) (Short-Term)

A professional absence should involve direct benefit to students in terms of contests, honors, or an absence to directly benefit the district. The decision to allow the professional leave rests with the principal/supervisor and the Superintendent.

The teacher will submit written request for professional leave as soon as the need is apparent. The school district will provide a paid substitute for leave granted.

PERSONNEL
CERTIFIED
BENEFITS**Leave, Sick (N, 1990) (Short-Term)**

Unused sick leave will be allowed to accumulate to an unlimited number of days. Sick leave will be granted to each employee, each year, according to state law (10 days for 10 months, 11 days for 11 months, 12 days for 12 months).

No more than sixty (60) accumulated days can be transferred into the Claremore District from another school district within the state.

All accumulated sick leave may be used for employee accidental injury, illness or pregnancy or immediate family accidental injury, or illness. (Immediate family is defined as spouse, parents, children, brother, and sister.)

PERSONNEL**CERTIFIED****BENEFITS****Leave, Sick, Benefit (N) (1989)**

The Claremore School District shall provide an additional ten (10) sick leave days for:

1. continuous long-term personal illness, accidental injury, or pregnancy.
2. continuous long-term family member illness.

The teacher will qualify for this benefit when all accumulated sick leave days have been exhausted.

This will be available prior to the use of emergency leave provided by the State of Oklahoma in Section 116, School Laws of Oklahoma. This leave benefit may be taken in whole or part as needed.

**PERSONNEL
CERTIFIED
BENEFITS**

Leave, Sick, Catastrophic (N, 1989)

The Claremore School District will provide a catastrophic sick leave bank in which it will provide one (1) day per year, per teacher, nonaccumulative.

Consideration for use of this bank will be made only after all accrued sick leave, sick leave benefit, emergency leave and personal leave have been exhausted by the applicant.

If the catastrophic leave is for the employee, the twenty (20) days statutory emergency leave at substitute deduct rate must also be exhausted before applying for catastrophic leave. If the catastrophic leave is for spouse, child, or parent, the twenty (20) days statutory emergency leave at substitute deduct will not apply.

In order to be considered for catastrophic sick leave, written application must be made before or within thirty (30) days after all other above leaves have been exhausted. Telephone request for application form shall serve as official notice that catastrophic leave is being requested and that the committee should be formed.

Within thirty (30) days of application for catastrophic sick leave, the superintendent or designee will schedule a hearing date for the committee to consider the application.

The committee will be composed of the superintendent or designee, the applicant's building principal, one school board member, the CCTA president or designee, and the applicant's CCTA building representative.

The charges of the committee will be:

1. Consideration of approval of application and
2. If approved, the number of days granted plus any stipulations or conditions.

Following the committee hearing, its findings will be announced and then reduced to writing and forwarded to the applicant.

The use of this bank shall be limited to a total of thirty (30) days per year, per teacher.

Catastrophic illness shall be defined as a debilitating or life-threatening disruption of the environment of the employee or employee's immediate family (first degree--children, spouse, parents) which may or may not be terminal.

PERSONNEL

CERTIFIED

BENEFITS

Leave, Sick, Catastrophic (N, 1989), continued

Catastrophic may include but not be restricted to the following:

1. Organ transplant
2. Cancer, excluding basal carcinoma and non-debilitating cancer
3. By-pass surgery
4. Accidental injury involving long-term hospital confinement (longer than ten (10) days).
5. Illness involving long term hospital confinement (longer than 10 days), plus rehabilitative time, but not for elective hospital confinement when such confinement can be scheduled during a school break or during the summer.
6. Hospital confinement of children living in the home (illness of serious nature, not elective surgery)
7. Heart attack
8. Stroke

MATERNITY

Full-time employees of the district who have been employed by the district for at least one year and who have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. Sections 6-140. A district employee taking maternity leave pursuant to state law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled. The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave. With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, provided maternity leave must be used prior to any shared sick leave available under the district's program.

PERSONNEL

CERTIFIED

BENEFITS

Masters/Doctorate Degree Salary (N) (1989)

When certificated personnel complete the Master or Doctorate degree requirements by mid-term of each school year, the salary schedule for the individual teacher will automatically be advanced to the Master/Doctorate Degree schedule beginning with the February warrant, provided the teacher notifies the central office and provides documentation.

PERSONNEL**CERTIFIED****BENEFITS****One-Half Year Salary Step (N, 1987)**

Beginning with the 1988-89 school year, teachers with one-half year teaching experience beyond the total full year's experience shall be advanced to the next step on the salary scale. (Example: A teacher with 5-1/2 years experience shall receive compensation at the 6 year salary scale.)

A total of 90 days shall be equivalent to 1/2 year teaching experience. Any combination of half days and/or full days to total 90 days shall be considered one-half year. The 90 days need not be consecutive, but must be served in 2 consecutive years.

The 90 days shall be contract days; substitute teaching days shall not be considered for credit for the half year salary step.

**PERSONNEL
CERTIFIED
BENEFITS**

Retirement Benefit (N 1988)

The district shall pay to the Teachers' Retirement System of Oklahoma (TRS) the entire percentage contribution for both certified personnel and district.

**PERSONNEL
CERTIFIED
BENEFITS**

Retirement Compensation (N 2004)

The district shall award each teacher who has at least five (5) years service to Claremore Schools, upon retirement, thirty-five dollars (\$35.00) for each day of accrued sick leave up to a maximum of one hundred forty days (140 days), provided the teacher retires as an active member of the Teachers' Retirement System and became a member prior to July 1, 1992 with a combination of age and service equating eighty (80) years, or for any person who became a member after June 30, 1992 whose age and number of years of creditable service total ninety (90) years.

PERSONNEL

CERTIFIED

BENEFITS

Vacation Leave-Administration

Vacation leave will be allocated based on a schedule and/or contract approved by the Superintendent to be maintained by the Personnel Department. All newly employed or assigned administrative personnel shall be granted vacation leave for the first year of employment up front, which shall be prorated based on the individual's hiring date. During each fiscal year of employment vacation for administrative employees shall continue to accrue throughout the year. Vacation earned during one school year must be used before June 30 of the following school year or it will be lost. When an employee resigns or retires he/she will be paid for any unused vacation.

**PERSONNEL
SUPPORT****Communications Meeting** (N. Nov. 2001)

There will be a meeting every two months with two executive members of the support group (selected by the Executive team) with the maintenance director and the assistant superintendent for operations. The purpose of this meeting will be for discussing ideas on problems and formulating solutions, opening the lines of communications, keeping support informed, and clarifying or squelching rumors.

**PERSONNEL
SUPPORT**

Custodian, Lead Pay (N. Nov. 2001)

Lead custodians will receive an additional \$1.00 per hour at the following schools:

Claremore High School
Will Rogers Junior High School
Central Upper Elementary School
Claremont Elementary School
Westside Elementary School
Roosa Elementary School

**DAYS OFF AND
STAFF DEVELOPMENT DAYS OFF**

Maintenance personnel assigned to twelve (12) month positions will receive four (4) flexible work days throughout the current fiscal year at their discretion within the approved windows of use as outlined in the 260-day, 12-month employee calendar, after their first year of employment. Days and times must be approved by the immediate supervisor.

**PERSONNEL
SUPPORT**

Definition (N)

"Support personnel" shall mean an employee of the district who provides those services not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the school district. (N, 1984)

A full-time employee shall be an employee who works at least six (6) hours per day, thirty (30) hours per week. (N, 1991)

A part-time employee shall be an employee who works less than six (6) hours per day. (N, 1991)

**PERSONNEL
SUPPORT**

Job Openings (N, 1998)

Should vacancies occur in support positions, the board shall post "Notice of Vacancy" at all work sites and on the website to notify all present employees of the existence of such a vacancy. If possible, this notification will be posted at least ten (10) days prior to public announcement from the end of school in May until August 1 of the next school year. From August 1 to the end of school in May, the vacancy will be posted at all work sites and on the website. If possible, this notification will be posted at least five (5) days prior to public announcement. Any support employee may make application for such position and should be given first opportunity for consideration of employment in that position.

PERSONNEL

SUPPORT

Lunch Period (N, 1993)

Each full-time support personnel shall have a 30 minute uninterrupted lunch period without supervision of students. Support personnel will not be required to have this lunch period in the cafeteria. The lunch schedule will be established by the site supervisor.

PERSONNEL**Orientation, All Staff**

Orientation will be considered a continuing process for staff members new to the system, both certified and support, with the program conducted jointly by the central administration and individual schools.

The program will assist new staff members in becoming acquainted with, and adjusted to, the community, school district, and school--including Board policies, administrative rules and regulations, and the instructional program.

Experienced administrators, coordinators, directors, and staff members will be assigned specific roles in carrying out orientation programs.

The Board requests the cooperation and active involvement of all staff members in helping newcomers become adjusted to the district.

Orientation Program**Phase I: Before the Beginning of the School Year**

- A. A letter should be sent to all new staff members and support personnel, welcoming them to the school and offering to help with any questions or problems they may be facing. The letter should also extend an invitation to come to the school to confer about questions or problems. If possible, the new staff member should be informed in the letter about his specific teaching assignment and schedule, and told how to secure a copy of text material to use in class.
- B. The new employee should be sent any material which would help orient him to the school or community prior to the preschool workshop, e.g., teacher handbooks, employee handbook, etc.
- C. An experienced staff member should be identified and assigned to help the new member of the staff become oriented to the school, and to aid the beginner with any special problems that may arise during the school year, either in or out of the classroom. It should be noted that one study found that beginning teachers would seek assistance from an experienced teacher only if the latter taught the same subject or grade and appeared open to friendship.

PERSONNEL**Orientation, All Staff, continued****Orientation Program, continued****Phase II: Initial School Workshop and New Staff Orientation**

- A. New employees should be introduced to the entire faculty at the first meeting.
- B. Separate meetings for new employees during the initial school workshop should be scheduled which focus on the following topics:
 - 1. nature of the student body and the surrounding community
 - 2. school philosophy and objectives
 - 3. overall school operating policies and procedures
 - 4. the role of supporting personnel in the school or district, e.g., guidance counselor, and appropriate referral procedures
 - 5. discipline policies and procedures
 - 6. attendance policies and procedures
 - 7. requisitioning procedures and the use of supplies
 - 8. the role of support personnel in the district (cafeteria, transportation, custodial)

During these separate meetings, new employees should be encouraged to ask questions, and time should be provided at later meetings, if necessary, for questions to be raised which may not have been answered in exploring the above topics. The goals of the initial workshop in regard to inducting new employees should be to help them begin to function effectively in a new setting and to become known and accepted by the total school faculty.

Phase III: Follow-Up Activities

- A. Monthly "rap sessions" with the principal and other appropriate individual for the purpose of discussing the questions, problems, and experiences encountered by new staff members and support personnel.
- B. Individual conferences, as needed, with the principal and the assigned "buddy" teacher. The availability of these conferences will need to be made explicit and their use periodically encouraged before they will be utilized by new staff members to the degree desired.
- C. Interclass and interschool visitations to observe the demonstration of various teaching techniques. (optional)
- D. Specific supervisory assistance early in the year with attendance, discipline, and grading. These three areas seem to give the greatest problems to new staff members, and they will appreciate concrete suggestions from the administrators of the school.

PERSONNEL**Orientation, All Staff, continued****Orientation Program, continued****Phase IV: Evaluation of the Orientation Program**

The orientation program is no different from any other program, in that it must be evaluated if it is to be improved. An important source of assistance in evaluating a program is its users, which in this case are the new employees. Therefore, the school administrator should attempt during the year (particularly toward the end of the year) to obtain evaluative feedback from the new employees about the strengths and weaknesses of various components of the orientation program, with recommendations for improvement. By securing such feedback, the administrator will not only convey the fact that he cares about the feelings and perceptions of new employees, but he will also be in a much better position to improve the school orientation program for the following year.

PERSONNEL**SUPPORT****Policy Notebook (N, 1984)**

A copy of the rules and regulations of the Board of Education of the Claremore School District for the support personnel will be kept in a loose leaf notebook which will be kept in the school workrooms.

A copy of all new or revised school policies will be made available to all support personnel as such policy is established by the School Board. This will be in the form of a loose leaf copy posted in each school building and also placed in the principal's loose leaf notebook.

PERSONNEL

SUPPORT

Reassignment, Certified and Support

The superintendent or designee shall have the authority to assign or reassign any employee to any approved position for which the employee is certified and qualified and which is deemed to be in the best interests of the district.

**PERSONNEL
SUPPORT****Reduction In Force, Support (N, 2003)**

In the event of a need to reduce the number of support personnel due to **lack of funds, unforeseen emergencies, and lower enrollment**, the reduction in force (RIF) procedure will be as follows:

Normal attrition throughout the district.

If normal attrition does not sufficiently reduce the support staff, seniority will be the determining factor in reduction of work force. Seniority will be computed from the first day as an employee in the Claremore School system. Seniority shall be defined as uninterrupted employment from the first day of work for all support personnel. (This will be based on 1560 hours per year. Bus Drivers time is based on three hours per day, 3:1).

For purposes of this provision, all employees shall be placed in one of the following classifications based on their current assignments:

1. Transportation
 - a. Director
 - b. Drivers
 - c. Mechanic (Certified)
 - d. Mechanic (Non-certified)

2. Teaching Assistants
 - a. Special Service Aids (SED)
 - b. Para Professionals
 - c. Aides

3. Food Service
 - a. Director
 - b. Kitchen Manager
 - c. Kitchen Supervision
 - d. Cook
 - e. Dishwasher
 - f. Cashier
 - g. Delivery/Warehouse Person

4. Custodial
 - a. Lead Custodian
 - b. Custodian
 - c. Delivery/Warehouse Person

**PERSONNEL
SUPPORT****Reduction In Force, Support (N, 2003)-continued**

5. Secretaries

- a. Grade 1 = Financial Administrative and Administrative Assistants
- b. Grade 2 = 12 Months, 240 Days, Secretary
- c. Grade 3 = 11 Months, 220 Days, Clerk

6. Maintenance

- a. Director of Maintenance
- b. Energy Management Technician
- c. Skilled—I = Licensed, Certified, e;HVAC, Plumber, Electrician,
Locksmith, Carpenter
- d. = Experienced, Non-licensed, Non-certified
- e. Laborer

7. Computer Department

- a. Director
- b. Hardware Tech
- c. Software Tech

The employer shall prepare, maintain, and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district after the effective date of this agreement with revisions and updates prepared and posted semi-annually thereafter.

An employee working in more than one classification shall be placed on all appropriate seniority lists.

State and Federal programs and statutes shall be observed where applicable for specially funded programs. Except where prohibited, all employees shall receive seniority rights as provided in this agreement.

In the event of reduction in force (RIF) involving the termination of positions, the following procedure shall be followed:

1. The employer shall identify the specific position to be eliminated and shall notify, at least thirty (30) days prior to the effective date of any layoff, the employee in that position.

**PERSONNEL
SUPPORT****Reduction in Force, Support** (N 2003), continued

2. The employee in the affected position shall have the right to:
 - a. the position of someone who has less seniority holding a position in the same classification as the affected employee;
 - b. bid on another posted position; or
 - c. become laid off.
3. Any and all employees displaced by provision (2) above shall have the same rights, as long as there are less senior employees within that classification.

In the event of a reduction in work hours in a department, an employee may claim seniority over another employee for the purpose of maintaining his/her normal work schedule, provided he/she has greater departmental seniority than the employee he/she seeks to replace. In no case shall a reduction of any employee's work hours take effect until the employer gives ten (10) work days written notice to the affected employee(s).

At the option of insurer, laid off employees may continue their health, life insurance, and fringe benefits by paying the regular monthly per subscriber group rate premium for such benefits to the employer.

Obligation with respect to re-employment: Employees shall be recalled in reverse order of reduction in force to any position for which he/she is qualified. Every possible effort shall be made to return the employee to the position held immediately prior to reduction in force or to a substantially equivalent position. If more than one employee is qualified for a position, the position shall be offered to the employee who had the most seniority when laid off Recall time limit of eighteen (18) months.

**PERSONNEL
SUPPORT
Rules of Conduct**

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason.
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
- P. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others or compromising a co-workers safety.

**PERSONNEL
SUPPORT****Rules of Conduct - continued**

16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
32. Poor workmanship.

**PERSONNEL
SUPPORT****Rules of Conduct - continued**

33. Immoral conduct or indecency including abusive and/or foul language.
34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
35. Walking off job.
36. Clocking in or out on another employee's time card or time sheet.
37. Smoking in an unauthorized area.
38. Refusal of job transfer, if the transfer does not result in a demotion or loss of pay.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Dishonesty of any kind, including withholding pertinent information from a supervisor.
42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
43. Misuse or abuse of any school district leave policy or guidelines.
44. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
45. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and **to** perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

Adopted this 12th day of January, 2012.

PERSONNEL**SUPPORT****Staff Development Days, Support (N, 1992)**

Support personnel will use the following schedule for Staff Development Days:

Office Personnel:	One-half day at the regular duty assignment.
Maintenance Personnel:	One-half day at the regular duty assignment.
Custodial Personnel:	One-half time at the regular duty assignment. Evening shift custodial personnel can pull the time at any time during the day.
Teachers' Assistants:	One-half day at the regular duty assignment.
Bus Drivers and Cafeteria Personnel:	No duty.

Staff development days may or may not coincide with teachers' staff development days. Support staff development days are scheduled at the discretion of the supervisor, principal, superintendent, or superintendent's designee.

PERSONNEL

SUPPORT

Substitutes, Support Personnel

A list of names of substitute cafeteria workers shall be kept in the food service director's office. It shall be the duty of the cafeteria manager of each building or the building principal to contact the director when substitute cooks are needed.

A list of names of substitute bus drivers shall be kept in the transportation director's office for reference.

**PERSONNEL
SUPPORT
Supervision**

Support personnel are under the direct supervision of persons designated Director, Supervisor, Principal, Superintendent or other titles as determined by the Superintendent of Schools.

Maintenance personnel are under the direct supervision of the Director and Assistant Director of Maintenance.

Bus drivers are under the direct supervision of the Transportation Supervisor.

Building personnel are under the direct supervision of the Principal and Assistant Principal. In addition, cafeteria workers and custodians are under the supervision of the Food Services Director and the Custodial Supervisor.

Directors and supervisors who are listed as "support personnel" are under the supervision of the Superintendent and/or designee.

PERSONNEL
SUPPORT

Suspension, Demotion, Termination or Nonreemployment of Support Employees

1. Definitions

- A. "Support Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.
- B. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
- C. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the district's premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.
- E. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- F. "Termination" shall mean the discharge of the support employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- G. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

**PERSONNEL
SUPPORT****Suspension, Demotion, Termination or Nonreemployment of Support Employees-continued****2. Policy On Suspension. Demotion. Termination Or Non-Reemployment Of Full-Time Support Employees**

A full time support employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause For Suspension. Demotion, Termination Or Nonreemployment

- A. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:
- i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or
 - ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.
- B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each support employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to support employees.

4. Procedures For Suspensions Without Pay. Terminations And Demotions

- A. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time support employee shall receive the following hearing rights:

**PERSONNEL
SUPPORT**

Suspension, Demotion, Termination or Nonreemployment of Support Employees-continued

- i. The superintendent of schools or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii. The superintendent of the district or his or her designee shall explain to the support employee the evidence against the support employee;
 - iii. The superintendent of the district or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.
- B. After the support employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:
 - i. Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;

Demotion of the support employee;
 - iv. Termination of the support employee;
 - v. Conclude that no disciplinary action is appropriate.
- C. The support employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

- A. The board of education or the superintendent of the district or his or her designee shall advise the support employee, in writing, of the board's intention to consider

PERSONNEL
SUPPORT

Suspension, Demotion, Termination or Nonreemployment of Support Employees-continued

and act on the non-reemployment of the support employee for the subsequent fiscal year;

- B. The written notification shall set out the cause(s) for such action;
- C. The support employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures For Appeal To The Board Of Education

- A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the board of education as herein provided.
- B. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.
- C. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the board of education. If the support employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

**PERSONNEL
SUPPORT**

Suspension, Demotion, Termination or Nonreemployment of Support Employees-continued

D. Hearing before board of education:

- i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the support employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
- ii. At the hearing before the board of education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The support employee shall then have the right to present his/her side of the matter. After both the district administration and the support employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.
- iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

**PERSONNEL
SUPPORT**

Suspension, Demotion, Termination or Nonreemployment of Support Employees-continued

- iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of support employees.

Adopted this 12th day of January, 2012.

PERSONNEL

SUPPORT

Training and Licenses (N 2003)

All training and licenses required by the school district shall be paid by the district. This will apply only if the district requires and requests special testing, licensing, and or training.

PERSONNEL

SUPPORT

Uniforms (N. Nov. 2001)

This district will furnish to transportation mechanics a complete uniform. Maintenance will receive shirts only that will identify them as Claremore Maintenance personnel. The uniforms will be cleaned and maintained at the district's expense.

**PERSONNEL
SUPPORT**

Work Schedules (N, 1993)

Full-time support personnel have the following work schedule:

<u>Classification</u>	<u>Yearly Workdays</u>	<u>Daily Work Hours</u>
Teachers' Assistants Paraprofessionals, and Specialized Assistants	180 days	7 hrs . 7
Bookkeeper	240 days	hrs 7
Assistant Bookkeeper	240 days	hrs .
Bus Drivers	All days children attend	Time required to run route
Cashiers	All days children attend	6 hrs. 6-
Cooks	All days children attend plus 2 days before and 2 days after.	1/2 hrs.
Custodians	260 days	8 hrs.
Maintenance	260 days	8 hrs.
Superintendent's Secretary	240 days	7 hrs.
12 Month Secretary 11	240 days	7 hrs.
Month Secretary 10	220 days	
Month Secretary	(1) 200 days/0 t44-v-	<i>working</i> 7 hrs

A 15-minute break is allowed in the morning and afternoon for all full-time support personnel. Time off for lunch is not included in the daily work hours.

SUMMARY OF BENEFITS *(Exhibit Only - See individual policies for detailed information)*
SUPPORT STAFF

1. Activity Pass

Admits employee, spouse and children living in the home to all school-sponsored activities

2. Credit Union

May participate in Tulsa Teachers' Credit Union

3. Insurance, Health

District pays \$189.69 a month for full-time employee and for persons working at least 20 hours per week.

4. Insurance, Life

District pays for a \$20,000.00 policy for full-time employees.

5. Increments, Special Education Paraprofessionals 5%

salary increment (paraprofessionals) one time

6. Leave, Bereavement

5 days for death in immediate family, or

2 days for family member related by third-degree, and

2 days if death in immediate family involves a distance of greater than 200 miles from Claremore.

7. Leave, Family and

Medical 12 weeks

8. Leave, Jury Duty

May serve without loss of pay; jury compensation returns to the district with exception of bus drivers who have the option of regular salary or jury pay.

SUMMARY OF BENEFITS *(Exhibit Only - See individual policies for detailed information)*
SUPPORT STAFF, continued

9. Leave, Military

Leave of absence for 30 days of active service

10. Leave, Personal

4 days (if unused can be rolled over into sick days the following year)

11. Leave, Retirement

May belong to Oklahoma Teachers' Retirement System.

District pays \$30.00 for each day of accrued sick leave to a maximum of 140 days if person retires at normal retirement age (maximum \$4,200.00).

12. Leave, Sick

Twelve month employees = 12 days

Eleven month employees = 11 days

Ten month employees = 10 days

Cafeteria Personnel = 10 days; of these 10 days, 5 days are accruable. Any of the remaining 5 days not used are paid for at the end of the year and are not accruable.

13. Medical Leave of Absence

If sick leave is exhausted, employee can request medical leave of absence not to exceed one year.

14. Worker's Compensation

District provides

**PERSONNEL
SUPPORT
BENEFITS**

Activity Pass (N, 1993)

Each support person shall receive an activity pass to all school sponsored activities. The pass will admit free the employee, his or her spouse, and children living in the home.

**PERSONNEL
SUPPORT
BENEFITS Credit
Union (N, 1984)**

Support personnel may participate in the Tulsa Teachers' Credit Union. Contributions shall be made through payroll deductions with the initial opening payment of Twenty-six Dollars (\$26.00) paid by the employee to the credit union in the form of a personal check.

PERSONNEL

SUPPORT

BENEFITS

Increments, Special Education Paraprofessionals

Special education teacher assistants who work with multi-handicapped and/or blind students and who have completed State Department of Education training as paraprofessionals will receive a one-time 5% increment in salary. Certification must be maintained yearly in compliance with state requirements to continue receiving the one-time increment.

**PERSONNEL
SUPPORT
BENEFITS**

Insurance, Health, Salary Adjustment

The State has selected the Health Choice High Option premium for the employee only as the basis for administering the Flexible Benefits Allowance Act, which became effective July 1, 2002. According to the Act, 100% of the premium for support personnel will be paid by the State.

Employees have two options with regard to the "Flexible Benefit Allowance". An eligible employee may elect to take either the flexible benefit allowance for participation in the school district's cafeteria plan to purchase major medical health care plan coverage or the employee may elect to receive taxable compensation in lieu of the flexible benefit allowance.

A support employee who participates in the school district's health care plan shall have 100% of the Health Choice High Option, single insurance premium paid. An employee who elects to receive taxable compensation shall have \$189.69 per month added to their salary.

**PERSONNEL
SUPPORT BENEFITS
Insurance, Life (N,
1984)**

The Board of Education will provide each full-time support employee with a twenty thousand dollar (\$20,000) life insurance policy at no cost to the employee.

**PERSONNEL
SUPPORT
BENEFITS
Insurance, Plan 125 Benefit**

When the school system enters into a contract for an IRS 125 Plan with an approved plan administrator, then employees may voluntarily participate in this plan with no administrative cost to the employee.

The cost of administration of the program will be absorbed by the district through the savings generated by reduced costs in employer FICA matching funds.

BEVEAVEMENT LEAVE

Each staff member shall be granted up to five (5) working days bereavement leave without loss of pay which shall apply to each occurrence of death to the immediate family. This includes the involuntary passing of an unborn child during pregnancy. In the event of *pregnancy loss, leave will be granted upon notification of the loss.

Each staff member shall be granted up to two (2) days bereavement leave without loss of pay and which shall apply to each occurrence of death of any other family member: first, second, or third degree by affinity or consanguinity. See chart below for definitions.

Details:

Degrees of immediate family by affinity (marriage) or consanguinity (blood) are defined as the following:

- First degree — father, mother, husband, wife, and children including corresponding step relatives.
- Second degree — grandfather, grandmother, brothers, sisters, father-in-law, mother-in-law including corresponding step relatives.

**Pregnancy loss: A pregnancy loss is defined as a clinically-recognized pregnancy involuntarily ending before 20 weeks, generally titled "miscarriage", or after 20 weeks which is known as "stillbirth."*

When the occurrence of death to the immediate family involves a distance greater than 200 miles from Claremore, the staff member shall be granted up to five (5) bereavement days and two (2) travel days without loss of pay.

Personal days may be used in combination with bereavement days. Emergency days may be applied for at the same time.

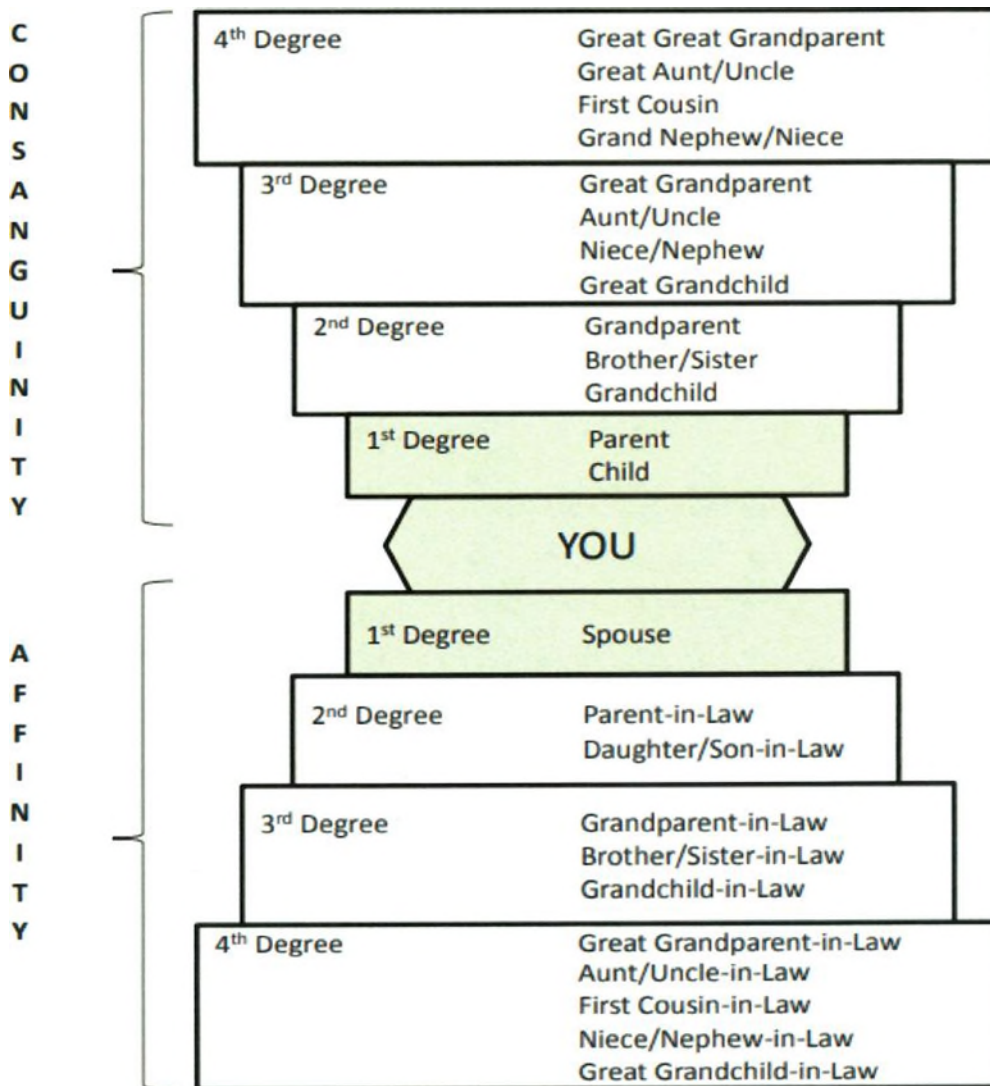
If emotionally distraught over death or injury, then the employee may request the bereavement be extended by the Superintendent. Such extended leave will be charged as sick leave.

In the event of the death of a non-family member, the staff member may submit a request, including arrangement details, to administration or immediate supervisor who will have the final approval. If approved, days granted will be at the substitute deduct rate.

BEREAVEMENT LEAVE (continued)

The District reserves the right to require proof of the death/relationship before approving bereavement leave under any category.

IMMEDIATE FAMILY MEMBERS



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

PERSONNEL
SUPPORT
BENEFITS**Leave, Emergency (N, 1989)**

All support personnel shall be granted three (3) days emergency leave during each school year without loss of pay. Emergency leave shall be defined as any business which shall require a support person's presence for which the employee has no control over the date or time. The emergency leave shall not be cumulative from one fiscal year to the next. Emergency leave will not be granted for the following:

- a. A pleasure trip (conventions with or without spouse, sporting events, shopping, etc.)
- b. Any event which involves monetary gain to the employee (exception--estate settlement of immediate family member).
- c. An attempt to seek another job.
- d. Inclement weather.

**PERSONNEL
SUPPORT
BENEFITS**

Leave, Family and Medical

Support employees who have been employed in the District for at least one year and have completed 1,250 hours of service shall be granted up to twelve (12) weeks of unpaid leave each year for the following reasons:

1. In the event of a birth of a child of the employee, to take care of that child;
2. In the event of placement of a child with the employee for adoption or foster care;
3. In order to care for the spouse, a child, or parent of the employee due to a serious health condition;
4. In the event of a serious health condition of the employee that makes the employee unable to perform the functions of the employee's job.

The employee must exhaust any accrued vacation, personal business, and sick leave as part of the twelve (12) week leave period.

Upon returning to work from the leave, the employee shall be guaranteed either the same position previously held by the employee or an equivalent position. While on leave, the employee shall suffer no loss in benefits, but neither shall benefits accrue during the period the employee is on leave, except for any coverage the District offers under a group health plan.

If medically necessary, the family and medical leave may be taken intermittently throughout the year.

PERSONNEL**SUPPORT****BENEFITS****Leave, Jury Duty (N, 1984)**

Employees may serve on a municipal, district, or grand jury without loss of pay or accumulated leave. Any compensation received for such duty, while receiving salary from the district, will be assigned to the school district, with the exception of the bus drivers who have the option to either be paid their regular salary or be paid for jury duty, but not both. The employee should submit the money to the principal or supervisor for transfer to the central business office. A record of days served should be reported to the central business office. Employees unable to serve should contact their supervisor.

**PERSONNEL
SUPPORT
BENEFITS****Leave, Military (N, 1984)**

All officers and employees of the state, or a subdivision thereof, or a municipality therein, who are members, either officers or enlisted men of the Reserve Corps of the Army, the Navy, the Marine Corps, the Coast Guard, the Woman's Auxiliary Corps, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active duty of service, be entitled to a leave of absence from such civil employment for the period of such active service without loss of pay during the first thirty (30) calendar days of such leave of absence during any calendar year. Thirty days authorized military leave for support personnel means thirty (30) working days of the school district.

In ordinary circumstances, the maximum amount of military leave will be five (5) years in duration. The District will comply with current federal and state statutes.

**PERSONNEL
SUPPORT
BENEFITS Leave,
Personal (N, 2003)**

Each support employee will be granted four (4) Personal Leave days per contract year. In most cases twenty-four hour notice will be given to immediate supervisor prior to leave being taken. However, leave may be granted by telephone with written request to follow.

Personal Leave shall not be cumulative from one year to the next. Unused Personal Leave days shall be rolled over into additional accumulated sick leave days the following year. If a support employee dies, unused personal days shall be added to the total accumulated sick days to be paid to the designated beneficiary (See Leave, Sick, Compensation Policy).

Personal Leave cannot be taken one day before or after the following holidays: Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Spring Break, Memorial Day, or July Fourth.

A support employee may transfer any of his/her personal days compensation to a specific colleague who has exhausted all leaves. Names of participants will remain confidential. The school district will pay the value amount of those designated days to the colleague under the normal pay period time lines. The transfer of personal days compensation will be made by a designated transfer form available through the Administration Office.

PERSONNEL
SUPPORT
BENEFITS**Leave, Sick (N, 1993)**

Sick leave will be granted to all support personnel yearly on the following schedule:

Sick leave will consist of twelve (12) days a year for twelve (12) month employees. Sick leave will accrue on the first day of each fiscal year and accumulate to an unlimited number of days. First year employees will earn sick leave at the rate of one (1) day per month until they have put in one (1) year of service. Unused leave will be vested at the beginning of the second (2nd) year and each year thereafter.

Sick leave will consist of eleven (11) days a year for eleven (11) month employees, ten (10) days a year for ten (10) month employees and nine (9) days a year for nine (9) month employees. Sick leave will accrue on the first day of each fiscal year and accumulate to an unlimited number of days. First year employees will earn sick leave at the rate of one (1) day per month until they have put in one (1) year of service. Unused leave will be vested at the beginning of the second (2nd) year and each year thereafter.

Cafeteria workers will be granted ten (10) days a year sick leave on the first day of each fiscal year. Five (5) days a year will be accruable up to an unlimited number of days. Any of the remaining five (5) days that are not used in a given year will be paid for at the end of that year and are not accruable. The cafeteria workers' days are paid out of the cafeteria fund.

Sick leave will be paid at contract or regular salary rate. Sick leave is charged for absence occurring during hours normally worked on a regular day of employment.

Sick leave is for absence caused by personal accidental injury, illness, and pregnancy, or for accidental injury or illness in the immediate family. Immediate family consists of spouse, dependents, parents and parents of spouse.

After an employee has exhausted the benefits as set out above, said employee can request to be placed on medical leave of absence without pay for a period not to exceed one (1) year from date of the beginning of the absence.

An employee returning to full employment with the Claremore Public Schools following a leave of absence under the terms of these provisions shall be reinstated in service without loss of professional or financial status.

**PERSONNEL
SUPPORT
BENEFITS**

Leave, Sick, Compensation (N)

Upon resigning, each full-time support employee who has served five (5) years with Claremore Schools, shall receive \$25.00 for each day of accrued sick leave up to a maximum of 60 days. For each additional year of service the maximum number of days would be increased by ten (10) until a maximum of 140 days had been accrued.

Each part-time support employee shall have the same benefit pro-rated according to the number of hours worked daily.

The district shall award each support employee, upon reaching retirement age of 62, or at normal retirement age per Oklahoma Teacher's Retirement System, \$30.00 for each day accrued sick leave up to a maximum of 140 days.

If a support employee dies while employed by Claremore Public Schools, the district shall award payment for unused sick leave days to the designated beneficiary of record. Payment will be thirty dollars (\$30.00) for each day of accrued sick leave up to a maximum of one hundred forty (140).

PERSONNEL

SUPPORT

BENEFITS

Retirement (N 1993)

Support personnel who are full-time regularly employed by the district for more than one (1) year may join the Teachers' Retirement System.

Support personnel who join the system shall contribute seven percent (7%) of their annual salary. Contributions must be made through payroll deductions.

PERSONNEL

SUPPORT

BENEFITS

Retirement Compensation (N 1990)

The district shall award each support personnel, upon retirement, \$25.00 for each day of accrued sick leave up to a maximum of 120 days provided the support person retires at normal retirement age per Oklahoma Teacher Retirement System.

PERSONNEL
SUPPORT
BENEFITS
Vacation (N 2003)

For maintenance and custodial personnel who have worked for the district more than five years, one day will be added per year to their vacation time. This extension will terminate after ten years at a three-week maximum. (Vacation will now be two weeks plus one day for six years, two weeks plus two days for seven years, etc.).

Twelve month maintenance and custodial employees upon completion of ten (10) years service with the District shall be granted fifteen (15) days vacation. If requested by a supervisor, principal, or superintendent's designee to work during one's vacation, the employee shall be paid for the days of vacation not taken at the rate of one day's pay per vacation day not used. The rate of pay shall be based on the salary during the year the vacation was earned. Vacation days are non-cumulative from school year to school year.

Support personnel who qualify (maintenance and custodial) have the discretion to use vacation time during the school year. The immediate supervisor must approve this vacation time. If two people want the same vacation time during the school year, seniority will be the determining factor on a one-time basis. After that, it will be determined on a rotating and need basis by the immediate supervisor. It will only be approved for one week, except for emergencies.

All other support employees assigned to twelve (12) month positions will be granted ten (10) days vacation after first year of employment with the District.

Vacation days paid for: Employees have the option of being paid for up to five (5) days of vacation. Payment will be made the 15¹ of July.

PERSONNEL

SUPPORT

BENEFITS

Workers' Compensation (N, 1984)

The Board of Education will provide support personnel with insurance coverage provided under the Workman's Compensation Act. This provides coverage for medical payment, lost-time payments, and loss of life payment for job related illness or injury.

Board Approved:

Policy Code: PU-AS

PUBLIC RELATIONS
Announcements, Sports

Announcements regarding athletic events, ticket sales, team dismissal, results of games, etc. will be written by the head coach at the high school with the principal's approval.

PUBLIC RELATIONS

Goals and Statement

Goals:

- To maintain and improve communication between the school and community.
- To communicate and implement the policies of the Claremore Public Schools.
- To maintain communication and feedback between teachers and administrators.
- To implement the decisions and policies of principals of each building.
- To evaluate and define the functions of various school programs to parents, teachers, students and community.

Statement

The Board of Education recognizes that schools exist as an integral part of the community. The Board further believes that the success of school programs depends largely upon parents, students and faculty working toward common goals. Through public relations, the school shall bring the public into partnership in the determination of educational aims, accomplishments and needs.

PUBLIC RELATIONS

News Policy

The Board encourages a policy based on honesty, openness and fairness with the press and other communication media in the community and surrounding area. All staff members are urged to fully cooperate with members of the media in presenting their school programs.

Private or personal information regarding students or staff shall not be released without the consent of the individuals.

Board Approved:

Policy Code: PU-NO

PUBLIC RELATIONS
Notification of Board Meetings

The press and community are advised of time, place and business nature of each school board meeting.

PUBLIC RELATIONS

Publicity, Sports

Publicity is the responsibility of the head coach and the athletic coordinator.

Results of all contests should be reported to the Tulsa papers.

The student body should be well informed of all athletic events.

Special publicity releases not given to the above mentioned personnel should be given first to the Claremore Progress and then to the Tulsa papers.

PUBLIC RELATIONS

Radio and Television Broadcasts

All broadcasts, live or delayed, for any athletic event shall post a fee of \$200.00 prior to the date of the scheduled event. All requests for broadcast space must be submitted to the athletic coordinator one week prior to the contest that is to be transmitted. The decision to allow certain rights of broadcast may be made at a reduced fee by the athletic coordinator.

PUBLIC RELATIONS
Reports, Sports

Annual

Each head coach and cheerleader coach shall make an annual report for his/her particular team or group.

These should be given to the athletic coordinator immediately after the conclusion of the season. The coordinator will compile the reports.

Monthly

Each month during the school year, a report is written in part and compiled by the principal's secretary. All coaches are requested to submit items of interest pertaining to their group or sport. The superintendent and principals will receive copies of these reports.

STUDENTS

Attendance, Truancy, High School

Truancy has occurred when a student is absent without proper excuse from his assigned place. When a student is truant consequences shall include, but not limited to, in-house detention and Saturday School.

Absence - Missing more than half of the instructional time in class.

Types of Absences

School Activity Business (SB) - Absence from school for school business such as school field trips, athletic events, and other extracurricular activities. This does not count as an absence.

Absence Explained Documented (AED)- Absence confirmed by documentation such as a note from the doctor, note of court appearance, or memorial bulletin from a funeral of an immediate family member. These absences are not calculated in the absence limit determined by Oklahoma State Law; however, these absences will be calculated in determining exemptions.

Absence Explained (AEX)- Absence from school where a parent/guardian contacts the school and verify absence, but-with no documentation.

Absence Unexplained (AU) - Absence from school for which there is no explanation or documentation from the parent.

- Claremore Public Schools recognizes the strong correlation of attending school every day and the student's ability to master his/her learning of the essential standards at high levels. The maximum days a student may be absent a block and still receive credit for the block is **four**. The maximum includes both the explained and unexplained. Although the attendance clerk monitors the absences of all students, **it shall be the parent's and student's responsibility to keep track of the absences.**
- CHS provides an opportunity for students exceeding 4 absences to receive credit for their class by attending detention or Saturday School.
- Students exceeding the absence limits may appeal to the Attendance Committee. Failing to attend school may result in notification from the School Resource Officer and/or the District Attorney, and it is possible that the parent/guardian could be required to appear in court, fined, or both for the student's truancy.
- Furthermore, it is the parent's/guardian's responsibility to contact the school when the student is absent. Absences that are not verified may be considered truancy. A student is truant if the student is absent without a proper reason from his assigned location. Home suspension is an excused absence.
 - **Contact the attendance secretary at 918-923-4211 ext. 3007 or email chsattend@claremore.k12.ok.us**

- A student who will experience an extended absence (more than-one week) should contact the assigned-principal.
- Student participation in school-sponsored events is considered a **school business absence (SB)**. The Board also recognizes that students may fail to attend class due to attending local honor celebrations. Some students may be afforded the opportunity to serve as pages at the Oklahoma State Legislature. These and similar occasions, when approved by the building principal, are to be considered school business and not absences.
- Seniors may have a maximum of two (2) days during the school year to visit colleges or tech educational schools. Juniors earn one (1) day for a college visit. The visits must be pre-arranged with counselors and the attendance office. The student should return with documentation from the institution visited.
- Students with chronic medical problems for which an Individual Education Programs (IEP) or 504 Plans have been developed will meet the attendance requirements as stated on their educational plan.

Make-Up Work Allowed: At least one day will be allowed for each day not in attendance to complete make-up work. It is the student's responsibility to request assignments following an absence. Students will do so during Encore on the first day of attendance. If a student has knowledge in advance of the absence(s), it will benefit the student to get the work before the absence(s) and have it completed upon return to class. Assignments are a factor of the student's grade and are an important part of the student's education. All assignments are required to be turned in to the teacher for any and all absences.

STUDENTS

Academic Program

It is the position and belief of the Board of Education of Claremore Public Schools that all students are to be provided a quality academic program. In doing so, the Board directs the administration to provide academic opportunities to all students within the parameters of State Law, State Board of Education requirements, and the resources available. In order to maximize academic opportunities a student will only be able to participate in one athletic period during the daily academic schedule offered at the school.

Exceptions to the enrollment process can be made by the school principal on a case-by-case basis once a conference has been conducted with the student and/or their parent/guardian. Enrollment issues are a function of the site and district administration.

STUDENTS
Activities

Students participating in outside class activities must meet eligibility requirements of the Oklahoma Secondary School Activities Association. The high school principal is the school representative of the association.

ADMINISTRATION OR MEDICINE TO MINOR STUDENTS

Purpose:

The purpose of this policy is to identify when district personnel are authorized to administer medication to minor students, when minor students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of minor student medication.

Definitions:

For purposes of this policy, these terms have the following definitions:

"Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Medicine" or "medications" includes prescription medications, opiate antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody of a minor student.

"Respiratory distress" means the perceived or actual presence of coughing, wheezing or shortness of breath.

"Sunscreen" means a compound topically applied to prevent sunburn.

Policy:

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to minor students with legitimate health needs.

All medications (prescription and non-prescription) will be administered only when the school has a written authorization from the parent or the legal guardian. This authorization will be kept on file at the school.

Except as provided in this policy and in the district's diabetes care and management policy, minor students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the minor student's parent and may result in discipline, including out-of-school suspension.

**ADMINISTRATION OR MEDICINE TO MINOR
STUDENTS (continued)**

Policy:

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the minor student's medicine to the school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The administrator or a designated employee will administer the medicine to the minor student or assist the minor student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The school will maintain the authorization form as a part of the minor student's health record. Authorization forms will be available in the campus director's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the minor student.

The administration of each campus will keep a record of the minor students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a minor student will participate in training by October 1 of each year conducted by a school nurse or other health care professional.

The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication and sunscreen; and

**ADMINISTRATION OF MEDICINE TO MINOR
STUDENTS (continued)**

Policy (continued):

- Medication needs of specific minor students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each campus site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Minor students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the minor students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-administration understand and agree that the school, its agents and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the minor students' medications or specialized equipment.
- Minor students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse and other appropriate persons.

**ADMINISTRATION OR MEDICINE TO MINOR
STUDENTS (continued)**

Policy (continued):

- Minor students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
 - Except as otherwise provided by an individual minor student's school health plan, minor students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the campus director's office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the school's diabetes care and management policy. Students with diabetic care will have an individual Diabetes Medical Management Plan (DMMP) signed by the parent/guardian. All plans are updated annually. Students prescribed Glucagon as part of their care must have a Consent and Waiver for Administration Form to be signed by the parent/guardian.
- Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a minor student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Sunscreen:

District staff will only assist the minor student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the minor student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

**ADMINISTRATION OR MEDICINE TO MINOR
STUDENTS (continued)**

Nonprescription Medication:

District staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

Minor student name (affixed to the container);

- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

District staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the minor student's physician. The parent must provide and maintain a supply of nonprescription medication for the minor student.

Prescription Medication:

[Except for district-wide Epinephrine injectors,] and district-wide Glucagon, (Refer to Parent/Guardian Consent and Waiver for Administration of Glucagon) district staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Minor student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

**ADMINISTRATION OR MEDICINE TO MINOR
STUDENTS (continued)**

Prescription Medication (continued):

The parent must provide and maintain the supply of prescription medication for the minor student. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the principal if discontinuance of medication to a minor student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;

Lack of cooperation by the minor student, parent and/or prescribing doctor;

- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the minor student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise
- reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

**ADMINISTRATION OR MEDICINE TO MINOR
STUDENTS (continued)**

Administration of Opiate Antagonists (e.g., Narcan) by District Personnel:

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

Reference: Okla. Stat. tit. 70 § 1-116.2, 70 § 1-116.3
Okla. Stat. tit. 70 § 1210.199
Okla. Stat. tit. 70 §1210.242
Okla. Stat. tit. 63 §1-2506.1

*See forms:

- Form A: DMMP
- Form B: Parent/Guardian CONSENT and WAIVER for ADMINISTRATION of GLUCAGON

**CONSENT FOR THE ADMINISTRATION OF AN
EPINEPHRINE INJECTION**

_____, the parent/guardian of _____
_____, a minor child and minor student of _____
_____ School, give consent for my child to receive an Epinephrine injection in the event
trained school personnel believe my child is having an anaphylactic reaction.

I understand that the prescription for the Epinephrine injector will be a prescription issued to the school and not to my child individually. I further understand that if an injection is administered, it will be given by a school employee who has received training pursuant to the requirements of Oklahoma law. I understand that no employee of the school will incur any legal liability regarding the decision to administer or not administer an Epinephrine injection to my child. I acknowledge that a full copy of the school's policy regarding the administration of Epinephrine injections is available upon request. I have read these terms and conditions and request that my child receive an Epinephrine injection in the event that trained school personnel believe my child is having an anaphylactic reaction.

Parent/Guardian Signature

Date

Witness Signatutre

Diabetes Medical Management Plan (DMMP)

This plan should be completed by the student's personal diabetes health care team, including the parents/guardian. It should be reviewed with relevant school staff and copies should be kept in a place that can be accessed easily by the school nurse, trained diabetes personnel, and other authorized personnel.

Date of Plan: _____ This plan is valid for the current school year: _____ - _____

Student's Name: _____ Date of Birth: _____

Date of Diabetes Diagnosis: _____ type 1 type 2 Other _____

School: _____ School Phone Number: _____

Grade: _____ Homeroom Teacher: _____

School Nurse: _____ Phone: _____

CONTACT INFORMATION

Mother/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell: _____

Email Address: _____

Father/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell: _____

Email Address: _____

Student's Physician/Health Care Provider: _____

Address: _____

Telephone: _____

Email Address: _____ Emergency Number: _____

Other Emergency Contacts:

Name: _____ Relationship: _____

Telephone: Home _____ Work _____ Cell: _____

Diabetes Medical Management Plan (DMMP) – Page 2**CHECKING BLOOD GLUCOSE**Target range of blood glucose: 70–130 mg/dL 70–180 mg/dL Other: _____Check blood glucose level: Before lunch _____ Hours after lunch 2 hours after a correction dose Mid-morning Before PE After PE Before dismissal Other: _____ As needed for signs/symptoms of low or high blood glucose As needed for signs/symptoms of illnessPreferred site of testing: Fingertip Forearm Thigh Other: _____

Brand/Model of blood glucose meter: _____

*Note: The fingertip should always be used to check blood glucose level if hypoglycemia is suspected.***Student's self-care blood glucose checking skills:** Independently checks own blood glucose May check blood glucose with supervision Requires school nurse or trained diabetes personnel to check blood glucose**Continuous Glucose Monitor (CGM):** Yes NoBrand/Model: _____ Alarms set for: (low) and (high)*Note: Confirm CGM results with blood glucose meter check before taking action on sensor blood glucose level. If student has symptoms or signs of hypoglycemia, check fingertip blood glucose level regardless of CGM.***HYPOGLYCEMIA TREATMENT**Student's usual symptoms of hypoglycemia (list below):

If exhibiting symptoms of hypoglycemia, OR if blood glucose level is less than _____ mg/dL, give a quick-acting glucose product equal to _____ grams of carbohydrate.

Recheck blood glucose in 10–15 minutes and repeat treatment if blood glucose level is less than _____ mg/dL.

Additional treatment: _____

Diabetes Medical Management Plan (DMMP) – Page 3**HYPOGLYCEMIA TREATMENT** (Continued)

Follow physical activity and sports orders (see page 7).

- If the student is unable to eat or drink, is unconscious or unresponsive, or is having seizure activity or convulsions (jerking movements), give:
 - Glucagon: 1 mg 1/2 mg Route: SC IM
 - Site for glucagon injection: arm thigh Other: _____
 - Call 911 (Emergency Medical Services) and the student's parents/guardian.
 - Contact student's health care provider.

HYPERGLYCEMIA TREATMENT

Student's usual symptoms of hyperglycemia (list below):

Check Urine Blood for ketones every _____ hours when blood glucose levels are above _____ mg/dL.

For blood glucose greater than _____ mg/dL AND at least _____ hours since last insulin dose, give correction dose of insulin (see orders below).

For insulin pump users: see additional information for student with insulin pump.

Give extra water and/or non-sugar-containing drinks (not fruit juices): _____ ounces per hour.

Additional treatment for ketones: _____

Follow physical activity and sports orders (see page 7).

- Notify parents/guardian of onset of hyperglycemia.
- If the student has symptoms of a hyperglycemia emergency, including dry mouth, extreme thirst, nausea and vomiting, severe abdominal pain, heavy breathing or shortness of breath, chest pain, increasing sleepiness or lethargy, or depressed level of consciousness: Call 911 (Emergency Medical Services) and the student's parents/guardian.
- Contact student's health care provider.

Diabetes Medical Management Plan (DMMP) – page 4**INSULIN THERAPY**

Insulin delivery device: syringe insulin pen insulin pump

Type of insulin therapy at school:

Adjustable Insulin Therapy

Fixed Insulin Therapy

No insulin

Adjustable Insulin Therapy

- Carbohydrate Coverage/Correction Dose:**

Name of insulin: _____

- Carbohydrate Coverage:**

Insulin-to-Carbohydrate Ratio:

Lunch: 1 unit of insulin per _____ grams of carbohydrate

Snack: 1 unit of insulin per _____ grams of carbohydrate

Carbohydrate Dose Calculation Example

$$\frac{\text{Grams of carbohydrate in meal}}{\text{Insulin-to-carbohydrate ratio}} = \text{_____ units of insulin}$$

- Correction Dose:**

Blood Glucose Correction Factor/Insulin Sensitivity Factor = _____

Target blood glucose = _____ mg/dL

Correction Dose Calculation Example

$$\frac{\text{Actual Blood Glucose} - \text{Target Blood Glucose}}{\text{Blood Glucose Correction Factor/Insulin Sensitivity Factor}} = \text{_____ units of insulin}$$

Correction dose scale (use instead of calculation above to determine insulin correction dose):

Blood glucose _____ to _____ mg/dL give _____ units

Blood glucose _____ to _____ mg/dL give _____ units

Blood glucose _____ to _____ mg/dL give _____ units

Blood glucose _____ to _____ mg/dL give _____ units

Diabetes Medical Management Plan (DMMP) – page 5**INSULIN THERAPY** (Continued)**When to give insulin:**

Lunch

 Carbohydrate coverage only Carbohydrate coverage plus correction dose when blood glucose is greater than _____ mg/dL and _____ hours since last insulin dose. Other: _____

Snack

 No coverage for snack Carbohydrate coverage only Carbohydrate coverage plus correction dose when blood glucose is greater than _____ mg/dL and _____ hours since last insulin dose. Other: _____ Correction dose only:

For blood glucose greater than _____ mg/dL AND at least _____ hours since last insulin dose.

 Other: _____**Fixed Insulin Therapy**

Name of insulin: _____

 _____ Units of insulin given pre-lunch daily _____ Units of insulin given pre-snack daily Other: _____**Parental Authorization to Adjust Insulin Dose:** Yes No Parents/guardian authorization should be obtained before administering a correction dose. Yes No Parents/guardian are authorized to increase or decrease correction dose scale within the following range: +/- _____ units of insulin. Yes No Parents/guardian are authorized to increase or decrease insulin-to-carbohydrate ratio within the following range: _____ units per prescribed grams of carbohydrate, +/- _____ grams of carbohydrate. Yes No Parents/guardian are authorized to increase or decrease fixed insulin dose within the following range: +/- _____ units of insulin.

Diabetes Medical Management Plan (DMMP) – page 6**INSULIN THERAPY** (Continued)**Student's self-care insulin administration skills:**

- Yes No Independently calculates and gives own injections
- Yes No May calculate/give own injections with supervision
- Yes No Requires school nurse or trained diabetes personnel to calculate/give injections

ADDITIONAL INFORMATION FOR STUDENT WITH INSULIN PUMP

Brand/Model of pump: _____ Type of insulin in pump: _____

Basal rates during school: _____

Type of infusion set: _____

- For blood glucose greater than _____ mg/dL that has not decreased within _____ hours after correction, consider pump failure or infusion site failure. Notify parents/guardian.
- For infusion site failure: Insert new infusion set and/or replace reservoir.
- For suspected pump failure: suspend or remove pump and give insulin by syringe or pen.

Physical ActivityMay disconnect from pump for sports activities Yes NoSet a temporary basal rate Yes No _____% temporary basal for _____ hoursSuspend pump use Yes No**Student's self-care pump skills:**

Count carbohydrates

Bolus correct amount for carbohydrates consumed

Calculate and administer correction bolus

Calculate and set basal profiles

Calculate and set temporary basal rate

Change batteries

Disconnect pump

Reconnect pump to infusion set

Prepare reservoir and tubing

Insert infusion set

Troubleshoot alarms and malfunctions

Independent? Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No

Diabetes Medical Management Plan (DMMP) – page 7**OTHER DIABETES MEDICATIONS**

Name: _____ Dose: _____ Route: _____ Times given: _____

Name: _____ Dose: _____ Route: _____ Times given: _____

MEAL PLAN

Meal/Snack	Time	Carbohydrate Content (grams)
Breakfast	_____	_____ to _____
Mid-morning snack	_____	_____ to _____
Lunch	_____	_____ to _____
Mid-afternoon snack	_____	_____ to _____

Other times to give snacks and content/amount: _____

Instructions for when food is provided to the class (e.g., as part of a class party or food sampling event): _____

Special event/party food permitted: Parents/guardian discretion Student discretion**Student's self-care nutrition skills:** Yes No Independently counts carbohydrates Yes No May count carbohydrates with supervision Yes No Requires school nurse/trained diabetes personnel to count carbohydrates**PHYSICAL ACTIVITY AND SPORTS**A quick-acting source of glucose such as glucose tabs and/or sugar-containing juice must be available at the site of physical education activities and sports.Student should eat 15 grams 30 grams of carbohydrate other _____ before every 30 minutes during after vigorous physical activity other _____

If most recent blood glucose is less than _____ mg/dL, student can participate in physical activity when blood glucose is corrected and above _____ mg/dL.

Avoid physical activity when blood glucose is greater than _____ mg/dL or if urine/blood ketones are moderate to large.

(Additional information for student on insulin pump is in the insulin section on page 6.)

Diabetes Medical Management Plan (DMMP) – page 8**DISASTER PLAN**

To prepare for an unplanned disaster or emergency (72 HOURS), obtain emergency supply kit from parent/guardian.

- Continue to follow orders contained in this DMMP.
- Additional insulin orders as follows: _____
- Other: _____

SIGNATURES

This Diabetes Medical Management Plan has been approved by:

Student's Physician/Health Care Provider

Date

I, (parent/guardian:) _____ give permission to the school nurse or another qualified health care professional or trained diabetes personnel of (school:) _____ to perform and carry out the diabetes care tasks as outlined in (student:) _____'s Diabetes Medical Management Plan. I also consent to the release of the information contained in this Diabetes Medical Management Plan to all school staff members and other adults who have responsibility for my child and who may need to know this information to maintain my child's health and safety. I also give permission to the school nurse or another qualified health care professional to contact my child's physician/health care provider.

Acknowledged and received by:

Student's Parent/Guardian

Date

Student's Parent/Guardian

Date

School Nurse/Other Qualified Health Care Personnel

Date

STUDENTS

Athletic Attendance, Day of Contest

The Oklahoma Secondary School Activities Association is silent on the policy of attendance in school by an athlete on the day of a contest. However, it will be the policy of the Claremore School District that a person must attend a minimum of one-half of his/her classes to be able to dress for, or compete in, an athletic event that day. Exception would be if student is excused for school activity such as band or speech trip or field trip.

STUDENTS

Athletic Events, State Meet

Athletes participating in regularly sponsored state events should be accompanied by their head coach.

The adults accompanying the participants to state events, not including head coach(es) may be any of the following: principal, assistant principal, athletic coordinator, assistant coach, board employee or parent.

STUDENTS**Athletic Participation**

It is the position of the Board of Education of Claremore Public Schools that athletics exist to complement the academic program. Substantial resources are committed annually to support the different levels of interscholastic competition at the Junior High and High School varsity levels. It is, therefore, the duty of the Administration and Athletic Director to organize athletic programs that provide athletic opportunities to students without compromising student safety and/or treatment.

Students enrolling in athletics will be assigned to the level of interscholastic participation that is appropriate for their age group and physical development. Other criteria that may apply for participation and enrollment consideration are: academic eligibility, safety (level of contact/risk of catastrophic injury), maturity, skill level, and level of team play.

Any deviation to the above participation guideline will be under the approval of the coaches involved, the Athletic Director, and Principal in accordance with the provisions of the Claremore Public Schools and the OSSAA. The decision of the Athletic Director and/or Principal will be considered final in matters relating to athletic participatio

STUDENTS

Attendance, Truancy, Elementary, Junior High

Any absence, except those pertaining to school activities, must be recorded on school attendance registers. The Claremore Board of Education believes that in order for students to

realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 95% in grades pre-kindergarten through eighth grade, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal on an individual, case by case basis.

Truancy has occurred when a student is absent without proper excuse from his assigned place. When a student is truant consequences shall include, but not limited to, in-house detention or Saturday School.

STUDENTS

Assemblies, Sports

Arrangements for regular athletic awards assemblies will be made by the principal and athletic coordinator at the high school.

Occasionally, other athletic assemblies in the form of films, rule interpretations, demonstrations, etc., may be presented.

Pep assemblies which are very important should be short and well organized. These should precede key games on the schedule. A maximum number for each sport on the senior high level is encouraged.

If a suitable assembly is not available near the close of a season, letters may be given to recipients and then officially presented at the first opportunity.

**STUDENTS
Awards, Sports**

Special awards must be approved by the athletic coordinator and must not violate the Oklahoma Secondary Schools Activities Association rule on special awards.

High School and Ninth Grade Letter Awards Procedure:

The lettering procedure is derived by the individual coach in the individual sport and should be published prior to each season. All participants are to be informed of the procedure.

The head coach in each sport shall be responsible for ordering "letters" and other awards for his/her sport.

STUDENTS, STUDENT BEHAVIOR POLICY

The Board of Education of the Claremore School District adopts the following policy and procedures dealing with student conduct and behavior:

General Expectations

Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Claremore Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules. The following behaviors/acts at school are not acceptable, while in school vehicles, or going to or from or attending school events, and will result in disciplinary action, which may include in-school placement options or out-of-school suspension. Following is a listing of behaviors/acts and is not to be considered all-inclusive:

1. Arson;
2. Altering or attempting to alter another individual's food or beverage;
3. Assault (whether physical or verbal) and/or battery;
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by broadcasting, publishing, or distributing, or causing or allowing to be broadcast, published or distributed any message or material;
6. Academic Dishonesty/Cheating through the dishonest giving or receiving of aide or misinformation on any student assignment or test.
7. Conduct that threatens or jeopardizes the safety of others;

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

8. Cutting class or sleeping, eating, or refusing to work in class;
9. Disruption of the educational process or operation of school;
10. Extortion;
11. Failure to attend assigned encore period, detention, alternative school, or other disciplinary assignment without approval;
12. Failure to comply with state immunization records;
13. False reports or false calls;
14. Fighting;
15. Forgery, fraud, or embezzlement;
16. Gambling;
17. Gang-related activity or action;
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts;
19. Hazing (initiations) in connection with any school activity, regardless of location;
20. Immorality;
21. Inappropriate attire, including violation of dress code;
22. Inappropriate behavior or gestures;
23. Indecent exposure;

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

24. Intimidation or harassment because of race, color, sex, pregnancy religion, ancestry, national origin, disability, veteran status, gender, gender expression or identity, or sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
25. Obscene language;
26. Physical or verbal abuse;
27. Plagiarism;
28. Possession or distribution of a caustic substance;
29. Possession, distributing, or viewing obscene materials, including electronic possession, distribution, or viewing (sexting);
30. Possession of synthetic urine, a warmer, or any other item with the intent to use that item to tamper with a drug or alcohol test;
31. Possession, and use of a wireless telecommunication device in the school during the student day without prior authorization;
32. Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind-altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content;

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

34. Possession or claimed possession of illegal and/or drug-related paraphernalia;
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school-related functions without prior district approval;
36. Profanity;
37. Purchasing, selling, and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school-related functions;
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
39. Theft;
40. Threatening behavior, including but not limited to gestures, (whether involving written, verbal or physical actions), or electronic communications;
41. Truancy;
42. Use, possession, claimed possession, distribution, or selling marijuana or marijuana-related products in any form. (BOE Policy B-M);
43. Use, possession, claimed possession, distribution, or selling tobacco, or tobacco-related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes non-combustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanisms, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device.
Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act;

44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
45. Using racial, religious, ethnic, sexual, gender, or disability-related epithets;
46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law;
47. Vandalism;
48. Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations; including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property;
49. Vulgarity;
50. Willful damage to school property;
51. Willful disobedience of a directive of any school official;
52. Violation of rules/regulations specified in respective student's planner or school handbook; In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action, which may include in-school placement options or out- of-school This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT:

Upon conducting an investigation of the student conduct in question the following options may be assigned:

Detention - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a weekday or a Saturday, as deemed appropriate.

Alternative In-School Placement - Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Student Suspensions - The judicial extension of Fourteenth Amendment protection to students in public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal from school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH WITHIN THIS POLICY.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school Principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

BEHAVIOR OR CONDUCT THAT MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- a. violation of school regulations/rules;
- b. immorality;
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior Authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result -in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of **five (5) days** for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts, that fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts, which fall within part "e," above.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

BEHAVIOR OR CONDUCT THAT MAY RESULT IN SUSPENSION (continued):

and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

SCHOOL DISTRICT OBLIGATION, APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS:

Alternative In-School Placements:

Before the School District's designated representatives, recommend out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

Pre-Conference Applicable to Out-of-School Suspensions:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the Principal shall conduct an informal conference with the student.
2. At the conference with the student, the Principal shall read the policy, rule, or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The Principal shall immediately notify the parent by phone and in writing that the student is being suspended from school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the Principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

STUDENTS, STUDENT BEHAVIOR POLICY (continued)

Conferences with Parents:

1. The Principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the Principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the Principal will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The Principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the Principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference, the Principal shall state whether he/she will terminate or modify the out- of-school suspension. In all cases, the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the Principal's decision, he/she will be requested to sign a Waiver of Review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of- school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school **semester and succeeding semester**, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

Out-of-School Suspension Requirements (continued):

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions, and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Individualized Plans for Out-of-School Suspension:

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the Principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted to school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

No Individual Plan for Out-of-School Suspension shall be required for a student suspended out-of-school for possession of a firearm (as defined by 18 U.S.C., Section 921) or for possession of a controlled dangerous substances with the intent of furnishing, selling, conspiring to sell, distributing, or being in the chain of sale or distribution of illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.

STUDENTS, STUDENT BEHAVIOR POLICY (continued)

Records and Reports:

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the Principal shall maintain records related to the Education Plan and the student and/or parent's compliance or noncompliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS, OUT-OF-SCHOOL SUSPENSIONS FOR MORE THAN TEN (10) SCHOOL DAYS:

1. Right of Appeal:

A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and, following the appeal to the Superintendent, to the Board of Education, or, if appointed by the Board, a Hearing Officer.

2. Method of Appeal to a Committee:

- a. An appeal to a committee can be requested by letter to the Superintendent of Schools or the Principal of the school. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity. If no appeal is received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent, the principal's out-of-school suspension decision will become final and non-appealable.
- b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

**LONG-TERM OUT-OF-SCHOOL SUSPENSIONS, OUT-OF-SCHOOL SUSPENSIONS
FOR MORE THAN TEN (10) SCHOOL DAYS, (continued):**

3. Hearing the Appeal

- a. The principal of the school shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on a committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her or the current school term.

- b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

- c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The student and his/her parent or guardian will be asked by the committee if they understand the rules and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

- d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase, or decrease the severity of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent. In all cases, the parent will be

STUDENTS, STUDENT BEHAVIOR POLICY (continued)

3. Hearing the Appeal (continued):

advised of their right to have the out-of-school suspension, exceeding ten consecutive school days, reviewed by the Superintendent or his/her designee. If the committee decreases the severity of the out-of-school suspension so that it is ten consecutive school days or less, then the parent or student may not appeal and the decision of the committee shall be final and non-appealable.

4. Method of Appeal to the Superintendent or Designee:

An appeal of the Suspension Review Committee can be presented by letter to the Superintendent or his/her designee. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity.

- a. If no appeal is received within five (5) calendar days after the Principal's decision is received by the parent or student, the Suspension Review Committee's out-of-school suspension will be final and non-appealable.
- b. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- c. The principal or his/her designee who assigned the suspension shall attend the conference. Principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. The testimony of student witnesses will be presented to the committee by written statement.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

4. Method of Appeal to the Superintendent or Designee (continued):

- d. At the conclusion of the presentation of evidence, the Superintendent of Schools or his/her designee will retire to render a decision as to the guilt or innocence of the student. The superintendent or his/her designee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase, or decrease the severity of the out-of-school suspension. In all cases, the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education or a Board-appointed Hearing Officer. If the parent is in agreement with the decision of the Superintendent or designee, the parent/guardian shall be requested to sign a Waiver of Final Review by the Board.

5. Method of Appeal to the Board of Education or the Board's Hearing Officer:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

Hearing the Appeal:

- a. The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and nonappealable.
- b. The parent and student will be notified in writing of the date, time and place of the hearing. This notification shall include the parent's right to have legal counsel at the hearing.
- c. The parent and student will have the right to an "open" or "closed" hearing, at their option.
- d. Reasonable efforts will be made to accommodate the work schedule of parents.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President or the appointed Hearing Officer should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
 - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President or Hearing Officer should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education (continued):

5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parent or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board with respect to rendering a decision.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

Attendance at School Pending Appeal Hearing (continued):

- b. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS, OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS:

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the School District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to the Committee:

1. An appeal to the committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and nonappealable if a request is not timely submitted.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

Method of Appeal to the Committee (continued):

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspension.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

STUDENTS, STUDENT BEHAVIOR POLICY (continued)

Hearing the Appeal (continued):

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

5. The decision of the committee shall be final and nonappealable. The decision of the committee shall be final and non-appealable; however, if the committee increases the severity of the out-of-school suspension so that it exceeds ten consecutive school days, then the parent or student may appeal the decision to the superintendent of schools as provided for in the long-term out-of-school suspension appeal process.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES:

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determine to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No School Board member, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under provisions of this policy.

**STUDENTS,
STUDENT BEHAVIOR POLICY (continued)**

**STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR
UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES (continued):**

NOTE: 70 O.S. §24-104.1 provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

REFERENCE: 10 O.S. §7005-1.2

10 O.S. §7303-5.3

10 O.S. §7307-1.2

37 O.S. §163.2

70 O.S. §24-101.3, §24-102, §24-103, et seq.

STUDENTS

Changing Sports in Mid-Season

From the time a person's name appears on the official eligibility list for an interscholastic sport, he/she may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under the following conditions.

If the student athlete presents to both coaches involved, a doctor's certificate recommending that he drop the first sport for reasons of health and permits participation in the second sport.

Students may drop a sport anytime before the third week of competition and not be penalized. After the third week of competition, the student must report to study hall until the completion of that season. The rationale for this rule is the promotion of continuity in the original sport; and, secondly, a student would be missing approximately 20% of a course or sport if he changed after three weeks. Board policy required SO% attendance for a passing grade.

All coaches who meet their squad for the first time shall explain to the athletes their participation alternatives.

STUDENTS**Cheerleading****Purpose**

- The primary purpose of cheerleading is to promote school spirit, sportsmanship, and unity at school events.
- The cheerleaders shall promote school spirit by actively involving fans in cheering at games, pep assemblies, and special events.
- Cheerleaders shall represent Claremore High School by acting as positive role models and demonstrating good leadership.
- Competition shall be secondary to the promotion of school spirit. Teams may attend competition for the purpose of promoting team spirit and unity and rewarding teams who have actively promoted the primary purpose of cheerleading in Claremore Public Schools.

Membership

- The varsity team shall consist of approximately 15 qualified members, but no less than 10 qualified members. The criteria for the final number of team members shall be determined by the varsity coach. The varsity team may consist of freshmen, sophomores, juniors, and seniors.
- The junior varsity squad shall consist of approximately 20 qualified members but no less than 5 qualified members. The criteria for the final number of team members shall be determined by the varsity coach. The junior varsity team may consist of sophomores, juniors, and seniors.
- The freshman team shall consist of approximately 20 qualified members. The criteria for the final number of team members shall be determined by the freshman coach. The freshman team shall only consist of freshmen.
- Team members shall be selected each academic year.
- Every cheerleader shall have participated in the tryout process.
- In the event a vacancy occurs on a team, it shall be the decision of the coach whether or not to select a replacement. It shall also be left to the discretion of the coach to determine the application of any eligibility requirements for a replacement cheerleader above those already

STUDENTS**Cheerleading**, continued

required by the OSSAA, the Claremore High School Student-Parent Handbook, and the Claremore High School Athletic Department Policy Book.

Eligibility

- Academic eligibility shall strictly follow the guidelines set forth by the OSSAA and the Claremore High School Athletic Department Policy Book. The coach is responsible for determining the academic eligibility of each cheerleader. The coach is responsible for making sure that each cheerleader has the opportunity for remediation. Coaches are also responsible for making sure the ineligible cheerleaders do not participate in competition while they are ineligible.
- Enrollment—All students who tryout for cheerleader must be currently enrolled in Claremore Public Schools. Students in the process of moving into the Claremore Public School District must show proof of residency (contract for purchase, construction, or lease agreement, etc.)
- Physicals—Each student selected for a cheerleading team shall have on file with the Claremore High School Athletic Department a current physical examination and parental consent certificate as prescribed by the OSSAA and signed by a licensed physician and at least one parent or legal guardian.

Tryout Procedure

- Each candidate and the candidate's parents or legal guardians shall sign a cheerleading contract prior to tryout selections.
- Expenses and Expectations—At the beginning of the tryout process, a summary of anticipated expenses, summer participation, practice, and duties of the cheerleader shall be presented to the parents by the coach. This summary shall be signed and returned to verify parental knowledge of obligations and expectations.
- Tryout material and requirements shall be left to the discretion of the coach. The coach shall be responsible for the safety, appropriateness, and degree of difficulty for the age level of each team.
- Tryout uniforms for grades 9-12 shall be shorts, a t-shirt and/or sports bra, and athletic shoes. The tryout uniform combination and style shall be left to the discretion of each candidate.

STUDENTS**Cheerleading, continued****Tryout Procedure, continued**

- Selection Criteria:
 - Candidates shall be evaluated in the following areas:
 - Jumps
 - Tumbling
 - Cheer Performance
 - Communication Skills
 - Motion Technique
 - Dance
 - Overall Impression
 - Utility
- All candidate evaluations and final selection decisions shall be made by the coach. Outside judges may be used to assist in tryouts at the discretion of the coach.
- The selection criteria for each team shall be made available to interested parties.
- In case of physical impairment, injury, or any other special circumstances affecting a candidate's opportunity to participate in the tryout process, the coach may consider video documentation and/or their previous observation of a candidate to meet selection criteria. If these options are not available, it shall be left solely to the discretion of the coach whether or not to appoint a candidate to a team.

Expected Behaviors and Standards

- Cheerleaders are expected to be exemplary students as well as represent Claremore Public School in a positive manner.
- Any conduct, as determined by the coach, to be inconsistent with team rules, both written and unwritten, and/or the rules contained in the Claremore High School Student-Parent Handbook, and/or the rules contained in the Claremore High School Athletic Department Policy Book, may result in temporary or permanent suspension from participation in cheerleading in Claremore Public Schools.
- If temporary suspension is enforced against a cheerleader, the coach shall use his/her discretion to determine whether the suspended cheerleader may or may not be required to attend all cheerleading activities and events during the period of suspension.

STUDENTS**Cheerleading, continued****Expected Behaviors and Standards, continued**

- The coach is responsible for the conduct of the cheerleading team. That being the case, all cheerleaders and their parents or guardians are expected to cooperate in all manners concerning discipline.
- The coach shall use his/her discretion to determine the nature and extent of any disciplinary action which must be taken against any member of the team. Depending on the nature of the conduct, the coach may involve additional school administration in dealing with any infractions.

Duties of Cheerleaders

- Attendance — Cheerleaders shall attend all assigned athletic events and special events. In the event of a school cancellation due to weather, cheerleaders may not be required to perform. However, if weather permits, it shall be left to the discretion of the coach to determine whether or not their attendance is mandatory. Claremore Public School shall provide transportation for all away athletic events and special events. Any request for deviation from school sponsored transportation shall be made in writing by the cheerleader's parents/guardians and shall be provided to and approved by the coach prior to the event. A job or vacation is not an excuse for missing any assigned athletic event or special event.
- Team Assignments — Unless otherwise determined by the coach, cheerleading teams will be assigned the following athletic teams.
 - Varsity
 - Varsity Football
 - Varsity Basketball
 - Junior Varsity
 - Junior Varsity Football
 - Junior Varsity Basketball
 - Varsity Wrestling
 - Freshman
 - Freshman Football
 - Freshman Basketball
 - Freshman Wrestling

STUDENTS**Cheerleading, continued****Duties of Cheerleaders, continued**

- **Team Meetings and Activities** — Unless otherwise determined by the coach, all team meetings and activities are mandatory. Any request for deviation from this rule shall be made in writing by the cheerleader's parents/guardians and shall be provided to the coach and subject to approval by the coach prior to the team meeting and/or activity in question. A job or vacation is not an excuse for missing a team meeting and/or an activity.
- **Practice** — Cheerleaders shall attend all practices scheduled by the coach. This includes all 4th hour practices, after school practices, weekend practices, and summer practices. The coach shall determine the dates and times for all practices. A job or vacation is not an excuse for missing a team practice.
- **Uniforms, Practice Gear and Other Related Apparel** — Uniforms shall be worn in conjunction with all school events. Hair shall be worn up while in uniform and in practice gear unless otherwise determined by the coach. Absolutely no jewelry will be worn while in uniform or in practice gear. It shall be left to the discretion of the coach to choose all team uniforms and practice gear and other related apparel.
- **Team Captain** — The team captain shall be responsible for working closely with the coach on events and activities related to the team. The captain's primary responsibility shall be to act as a liaison from the coach to the team. It shall never be the responsibility of the team captain to implement disciplinary action upon other team members. It shall be left -to the discretion of the coach to choose a team captain and to remove or reassign a team captain.
- **Financial Obligations** — Cheerleaders and their parents/guardians shall promptly pay when due, the expenses incurred as a result of their daughter's participation in cheerleading. Failure to do so may result in disciplinary action or dismissal from the team. It is strongly advised that prior to signing this contract of agreement you speak to your coach if you have any questions regarding this obligation.

Dispute Resolution

- Cheerleaders, parent/guardians, and any or all other interested parties shall strictly adhere to the following chain of command in disputing any issue related to or concerning cheerleading in Claremore Public Schools. Any deviation from this chain of command by any of the previously mentioned parties shall result in the team member's temporary or permanent suspension from participation in cheerleading in Claremore Public Schools.

STUDENTS**Cheerleading, continued****Dispute Resolution, continued**

- Coach
 - A written request shall be made to the coach requesting a meeting and detailing the issue(s) or point(s) of concern to be discussed in the meeting.
- Athletic Director
- Principal's Office
- Superintendent's Office

Safety

- Safety shall be the paramount concern in cheerleading throughout the year and especially during clinic and tryouts.
- The coach, the sponsor, a designated Claremore Public Schools employee, or a designated parent will have in his/her possession a signed medical release for each cheerleader at all practices, exhibitions, games, and competitions.
- The coach or another knowledgeable, designated school representative shall be in attendance or accessible at all scheduled practice sessions, pep rallies, games, competitions, and team functions.
- Warm-up exercises and stretching shall precede all practice sessions, pep rallies, games, competitions, and other physical activity. In addition, the coach shall develop and implement a regular conditioning and strength building program.
- Cheerleaders shall not engage in any physical activity related to cheerleading without the supervision of the coach or another knowledgeable, designated school representative.
- All practice sessions shall be held in a location suitable for the activities of cheerleaders, i.e., use of tumbling mats where available, away from excessive noise and distractions, etc. the cheering surface, location, lighting, and weather conditions shall be taken into consideration before engaging in cheerleading activities.

STUDENTS

Cheerleading, continued

Supervision

- Cheerleaders shall be accompanied at all school sponsored activities by either the coach, the sponsor, a designated Claremore Public School employee, a designated parent, an athletic department representative, or building principal whose responsibility is supervision of the cheerleaders. The team captain shall be informed by the coach of this designation for each event.

Camp

- All cheerleaders shall attend a summer camp with their team.
- Every reasonable attempt shall be made to notify parents about summer camps early enough so families may plan summer activities accordingly.
- Participation in all summer practices are mandatory.

**ELIGIBILITY FOR HOMESCHOOL
STUDENTS IN NJROTC**

Homeschool students who reside in the Claremore Public School District shall be eligible to participate in the NJROTC program at Claremore Public Schools, per Federal law (2020 NDAA).

Federal Law: EC. 513. INCLUSION OF HOMESCHOOLED STUDENTS IN JUNIOR RESERVE OFFICERS' TRAINING CORPS UNITS.

Section 2031 of title 10, United States Code, is amended by adding at the end the following new subsection:

“(g)(1) Each public secondary educational institution that maintains a unit under this section shall permit membership in the unit to homeschooled students residing in the area served by the institution who are qualified for membership in the unit (but for lack of enrollment in the institution).

“(2) A student who is a member of a unit pursuant to this subsection shall count toward the satisfaction by the institution concerned of the requirement in subsection (b)(1) relating to the minimum number of student members in the unit necessary for the continuing maintenance of the unit.”.

STUDENTS

Disrespect to School Employees, Secondary

Teachers and school administrators have the legal authority to control students the same as do the parents. Disrespect to school employees is absolutely not to be tolerated and will result in disciplinary action, which may include suspension or expulsion. Physical abuse will result in expulsion. Some examples of disrespect are, but not limited to, profanity, verbal abuse, rude or obscene gestures directed toward school personnel, or physical contact of any kind. Verbal abuse is defined as profanity and/or threats directed to a school employee and will result in suspension or expulsion.

STUDENTS

Dress Code, Elementary

The school dress for both boys and girls should be neat, appropriate and acceptable school wear. Any dress or style that is disruptive or extreme is not considered acceptable. Shoes are required to be worn while at school by state law. Hats, caps and head coverings should not be worn inside the school building. Interpretation of the dress code standards is the responsibility of the administration.

STUDENTS

Dress Code, Secondary

The appearance of our student body is important and reflects, to some extent, the quality and kind of students enrolled in our schools. It is the responsibility of each individual student, therefore, to do everything possible, not only in the area of academics and extra-curricular activities to upgrade our school, but to dress in a style and manner that will bring credit to and enhance the reputation of its student body.

The dress code for Claremore school students shall be the dress codes as they are printed in the student handbooks at each site.

Interpretation of the dress code is the responsibility of the administration. The dress code will be strictly enforced.

STUDENTS

Early Testing, High School

Block tests will be given early only by completing an application in the counselor's office and having it approved by the deadline. Any student who misses their tests must be prepared to make up those tests upon return to school unless prior arrangements have been made with individual teachers. Tests not made up under these guidelines will be averaged with an exam grade of zero.

The student who misses nine weeks or semester tests must be prepared to make up those tests upon return to school unless prior arrangements have been made with individual teachers. Nine weeks and semester tests not made up under these guidelines will be averaged with an exam grade of zero.

STUDENTS

Electronic & Wireless Communications Devices & Headsets

In accordance with HB 1092, students are not allowed to have cellular phones within any school building on a school day between the hours of 7:30 a.m. and 3:15 p.m. Nor will students be allowed to possess a cell phone in the building during a Saturday School or detention.

On a first offense of having a phone, the phone will be confiscated and kept. A parent/guardian must come pick it up if they want it to be returned. Each additional offense will result in in-house detention.

STUDENTS

Eligibility, Sports

Student and parents may be represented by legal counsel at any level of appeal if they so desire.

Regular standards of eligibility will be governed by rules of the Oklahoma Secondary School Activities Association.

Eligibility regulations other than those established by the Oklahoma Secondary School Activities Association shall be determined by the athletic coordinator and the building principal.

Problems of intra-school eligibility will be decided by the principal.

In all cases, the athletic coordinator and the principal are directly responsible for eligibility matters.

If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next block he/she attends.

A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects enrolled at the end of a week, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of his/her probationary one week period, he/she will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Monday through Sunday).

A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).

STUDENTS**Eligibility, Sports, continued**

An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster). Board policy allows a maximum of two weeks to apply this exception.

One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Once each semester this should be taken up at a regular faculty meeting to explain general principles of eligibility.

It is mandatory to have a uniform method for securing information from teachers regarding eligibility questions.

Athletes are encouraged to compete in more than one sport when they are proficient enough to participate.

Student athletes will not be encouraged by coaches to participate in one sport rather than another.

Coaches should NEVER encourage student athletes who are participating in more than one sport to drop a sport.

Failure of coaches to respect items 8, 9, 10 of the athletics handbook will be considered a very serious breach of commitment to the Claremore athletic program and reason enough to remove a coach from coaching duties.

All athletic hour athletes will be specifically assigned to a varsity team or to the conditioning program. Each will always be under the direct supervision of a coach specifically assigned to the sport or conditioning program.

No athletic hour student will be permitted to practice or participate in the conditioning program unless a coach is physically present.

STUDENTS

Eligibility, Sports, continued

Obtaining a quality education is the student athlete's primary responsibility. He/she should not be denied this opportunity because of excessive absences from his classes. Coaches should never use their "class time" for discussing the athletic program.

Special students who have been certified by the principal as doing a quality of work in keeping with their capacity may, with the approval of the Board of Directors, be accepted as eligible under this rule. (Rule 4, Section 1 OSSAA)

STUDENTS**Emergency Treatment**

The Board of Education recognizes the need to provide an environment for the students that insures immediate and proper treatment in the event they become ill or they receive an injury while under school supervision. The Board's policy shall endeavor to provide the student with emergency treatment both when at school or when on an activity or field trip under school supervision.

The Board of Education's policy shall require the parent(s) or legal guardian(s) of the student(s) to acknowledge the emergency treatment provision authorized by Oklahoma State Statute. This acknowledgement will be confirmed by the signing of the approval or disapproval segment of the emergency treatment form for their child(ren). The signing of the emergency treatment form shall be a required part of the enrollment process and must be completed before the student is enrolled in school.

It shall be the policy of the Board of Education to require all school personnel supervising activity and field trips to have in their possession a signed emergency treatment form for each student under their supervision.

It should be understood that whenever a student(s) is ill or injured, the supervising teacher or administrator upon recognizing the child(ren) may need some level of emergency medical treatment, will in all cases take or send the child(ren) by the most appropriate means to the medical source. The school representative shall not be responsible for determining the severity of the illness or injury. If the child(ren) need(s) treatment and has a signed authorization by the parents (emergency treatment form), the child(ren) may be treated immediately. If an authorization of treatment form has not been signed by the parents or guardian granting authorization, the Board of Education recognizes the hospital or doctor's office will need to get the parent's written approval before treatment or medication is given to the ill or injured student.

Parents, legal guardians, and school personnel should recognize that under Oklahoma State Statute, an ill or injured student in a life threatening situation may/will be treated immediately without the authorization of the school or parents.

STUDENTS

Enrollment (Full-Time)

All students enrolling in Claremore Public School must do so on a full-time basis. Full-time basis shall be defined as attending classes for the full instructional day within the public school system or in conjunction with another state accredited institution such as a vocational-technical school or a college or university for concurrent enrollment. The only exceptions to this policy shall be for fifth-year seniors and special education students whose IEP's require variations of student schedules.

STUDENTS

Extended School Year

The term extended school year ("ESY") services means special education and related services that are provided to a child with a disability beyond the School District's normal school year in accordance with the child's IEP, at no cost to the child's parent and that meet state standards. The purpose of this policy is to set forth the School District's intent to make ESY services available as necessary to provide its children with disabilities a free appropriate public education as required by the Individuals with Disabilities Education Act.

Each child will have the opportunity to be considered for ESY by his or her IEP team. The question of a child's need for ESY services may be raised at any time by an IEP team member (including during a regularly scheduled IEP meeting) or incorporated into the annual IEP review. For a child whose current IEP provides for ESY services, the question of his or her continuing need for such services should be included in any subsequent meeting held to review and revise the IEP. The IEP team will make its ESY determination sufficiently in advance so that the necessary services are provided in a timely manner.

The purpose of ESY services 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. The purpose, instead, is to ensure that each child benefits from his or her education. To make its determination, the IEP team will consider the following factors:

1. The child's degree of impairment;
2. The child's actual/predicted degree of regression;
3. The child's actual/predicted recovery time from this regression (ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recoupment of such skill loss following the break in programming is unlikely or would require an unusually long period of time);
4. The ability of the child's parents to provide educational structure at home (After affirming a parent's ability to provide educational structure at home, an IEP team may determine that appropriate ESY services would consist totally or partially of such parental support);
5. The child's rate of progress;
6. The child's behavioral problems;
7. The child's physical problems;
8. The availability of alternative resources;
9. The ability of the child to interact with children who are not disabled;
10. The area(s) of the child's curriculum that need continuous attention;
11. The child's vocational needs;
12. Whether the requested service is extraordinary for the child's condition as opposed to an integral part of a program for those with the child's condition; and
13. Other relevant factors as determined by the IEP team.

In making its determination, the IEP team will consider all pertinent data, which could include the following:

1. Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
2. Functional assessments used in natural environments (home, community, work and school);
3. An analysis of data collected on a regular basis;
4. Evaluations and progress records for related services;
5. Parent, student and/or service provider information;
6. Attendance records;
7. Behavior and disciplinary records;
8. Health/medical information;
9. Interviews with teachers, parents and students; and
10. Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time.

The IEP team will document its ESY decisions on the IEP and through other appropriate records. If the IEP team determines that a child needs ESY services, it will specifically document the goals and benchmarks or short-term objectives to be addressed during ESY services, including the type, amount (including time and frequency), duration (including beginning and ending dates), and least restrictive environment considerations.

STUDENTS**Gifted Education Program**

Gifted students are those boys and girls identified in grades one through twelve as having demonstrated potential abilities of high performance capability. The Claremore Board of Education recognizes that differentiated or accelerated programs are necessary for gifted students. It is the policy of the Board of Education to provide gifted education programs which comply with the regulations provided in Oklahoma Statutes Section 1210.301-307 of Title 70.

Identification

Identification shall consist of referral/screening, evaluation, and placement. Multicriteria evaluation procedures will be used to identify possible candidates for the program. Screening of potential candidates for the program may be conducted by any combination of the multicriteria options which include:

- a. Referrals from teachers
- b. Referrals from parents, peers, or outside agencies
- c. Self-referrals
- d. Autobiographies, work samples
- e. Scales, inventories, or checklists

Gifted students will be identified and placed with the use of one or more nationally standardized tests of intellectual ability/cognitive development or creative thinking ability. Those students scoring in the top three percent (3%) of one of these tests shall be served. No student shall be denied the opportunity for needed programming on the basis of one assessment instrument.

Referrals for the first and second grade gifted education programs may be from any of the above listed screening sources (a-e). Formal evaluation of students referred for identification at or before the second grade level will be deferred until they reach the late second or early third grade level.

Test results for a student evaluated and identified as gifted with the use of an individually administered and nationally standardized test of intellectual ability will be considered as valid for the student's public school experience.

Procedural Safeguards

The district will employ procedural safeguards to insure due process rights for all potentially identifiable and identified students:

- a. Written parental consent will be obtained prior to individual evaluation
- b. Confidentiality of all relevant student records will be maintained according to the district FERPA policy.

STUDENTS**Gifted Education Program, continued**
Procedural Safeguards, continued

- c. All assessments of students will be non-discriminatory and will comply with "best practices" in testing as outlined by the American Psychological Association.
- d. Additional evaluation of a student will be available upon parental request.
- e. The district assessment department will notify in writing the parents of each student identified as gifted.
- f. Each parent will be provided with a summary of the program to be offered the student.
- g. The referral/screening and evaluation process will be open to all students who attend school in the district.
- i. Identified students may be removed from the gifted education program when a committee determines that removal is in the best interests of the student. The committee will be composed of the principal, counselor, parent, and the regular and gifted education teachers.

As is recommended by "best practices" research on the needs of gifted children, in most circumstances students shall not be required to make up work missed in the classroom while attending gifted education classes. Teachers will use discretion in determining when makeup work or tests are absolutely necessary due to uncertainty of student's ability to perform. A teacher may request inservice from the Special Services Department regarding the issues of makeup work and gifted student abilities and needs in the regular classroom.

Programming

The first grade and second grade programs will serve all first and second grade students referred to the program by their kindergarten, first, or second grade teachers or by other referral sources. All other gifted programs require identification with an individually administered and nationally standardized test score at or above the 97th percentile.

The first and second grade programs are designed at the building level and are to stimulate creative thinking/problem solving abilities.

STUDENTS**Gifted Education Program, continued**
Programming, continued

Grades 3-12 building level options for provision of gifted education within the school district include the following:

1. Enrichment of content
2. A modified, open-ended curriculum
3. Specific goal-directed program
4. Acceleration
5. Seminars/convocations
6. Flexible pacing
7. Guidance and counseling
8. Guided research
9. Mentorships
10. Advanced placement
- 11.. Honors classes
12. Concurrent enrollment
13. Pull-out enrichment classes
14. Academic competitions
15. Cross-grade grouping
16. Cluster grouping
17. Early entrance
18. Grade skipping
19. Individualized education programs

STUDENTS

Homebound Education Program (D)

Homebound Education is one of the programs offered to students and provided through the State Board of Education and the Claremore Public Schools. The program provides the opportunity for students who are unable to attend school to enjoy achievement in the academic subjects of our public school and advance in their efforts to obtain an education.

Eligibility

Any student who meets the following criteria for a period of two weeks or more is eligible for the homebound program:

- a. The student must be physically or emotionally unable to attend school. The handicapping condition must be substantiated by a medical doctor or psychologist. This service is also offered to pregnant girls who have medical or emotional problems which prevent them from participating in the regular classroom environment:
- b. The student cannot be employed during the term of homebound education.
- c. The student must be enrolled in Claremore Public Schools.

All referrals for homebound programming from the school or parent will **be** made directly to the Homebound Coordinator, Claremore High School. The Homebound Coordinator will send a letter of request along with an application for the homebound teaching program to the doctor. After the completed form has been returned to the Homebound Coordinator by the medical doctor or psychologist, the home school will be notified that the student has/has not been approved for homebound services.

When appropriate, an Individualized Education Program (IEP) will be written by an IEP team.

The Homebound Coordinator will assign a homebound teacher to the student. **If** the school wishes to recommend a specific teacher, the Homebound Coordinator should be notified at the time of referral. The homebound teacher for secondary students will be given a copy of the student's schedule and a list of eligible classes for homebound instruction.

The homebound teacher will contact the home school counselor/principal within two days then work directly with the classroom teacher(s).

When homebound services are no longer necessary, the student or the homebound teacher will return a medical release statement to the Homebound Coordinator stating that the student is able to return to school, unless a predetermined return date was noted by the doctor at the time of referral. The Homebound Coordinator will notify the home school of the termination date and the date upon which the student should return to school.

STUDENTS

ID Badges

Students in grades 7-12 for the school year 1999-2000 must carry a photo ID card on their person while on school property. When asked, they must be able to produce the ID or be subject to penalties.

Students will be asked to produce the ID if they are unknown to school personnel or if the student is observed violating a school rule.

Students must carry the ID while under school jurisdiction.

Cost of the ID badge will be free for the first one, two dollars (\$2.00) for the second one and five dollars (\$5.00) for any additional badges.

Administration Procedure:

Beginning school year 1999-2000 and subsequent years I.D. badges will be required.

STUDENTS

Immunization Exemptions

Any minor child, through his parent or guardian, may submit to the health authority charged with the enforcement of the immunization laws a certificate of a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child, or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations and said child shall be exempt from the provisions of this act.

STUDENTS**Immunization Records**

No minor child shall be admitted to any public school unless the school receives certification from a licensed physician, or authorized representative of the Public Health Department, that the child has received, or is in the process of receiving, immunizations as required by the State Health Department. Those requirements are:

Diphtheria	2 months	Pertussis	2 months
& Tetanus	4 months	(whooping	4 months
	6 months	cough)	6 months
	15-18 months		15-18 months
	4-6 years		4-6 years
	every 10 years		
Polio	2 months	Haemophilus	2 months
	4 months	Influenza	4 months
	15-18 months		6 months
	4-6 years		15 months
Measles	15 months		
Mumps	4-6 years		
& Rubella			

STUDENTS**Indian Students**

Children living on Indian Land participate in school programs on an equal basis with all other children attending school in the Claremore Public Schools. No teacher or program director is to exclude or limit participation in any district activity on the basis of race. The Claremore Public Schools will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis. An annual statistical study will be conducted to determine the extent Indian children do participate on an equal basis, and modifications will be made in the educational programs to allow equal participation of all children.

Pertinent program policies/plans, applications, and evaluations will be disseminated through one or more of the following ways:

- a. Mail notices in advance to tribal leaders and send handouts home to parents of Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Public Law 81-874.
- b. Inform the Indian community of events in education programs assisted with funds provided under Public Law 81-874 through student handouts and/or the student newspaper and make greater use of newspapers serving the Claremore Public Schools area.
- c. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluations, program plans, and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian children when these items become available with a note saying that upon request to the Superintendent/Principal copies of the original documents listed above will be provided.

By scheduling through the superintendent's office a place on the agenda of any open meeting of the Claremore Public Schools Board of Education, a tribe or their designee, parent, or group of parents concerned with the educational opportunity of any student or group of students in Claremore Public Schools may:

- a. Present views regarding applications.
- b. Make recommendations concerning the needs of their children.
- c. Provide input into the planning and development of the educational program of the district.
- d. Present views on the education program and its operation.

STUDENTS**Indian Students**, continued

In addition to the above, the Claremore Public Schools will:

- a. Provide notice of any annual meetings regarding education programs assisted with funds provided under Public Law 81-874 to the Indian community and to the tribe.
- b. Work with the tribal leaders to seek input from the Indian parents, tribe, and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.
- c. Hold all meetings involving or discussing education programs assisted with funds provided under Public Law 81-874 in the school auditorium or a classroom of sufficient size to accommodate all Indian parents who might wish to attend.
- d. Provide ample time for discussion of education programs assisted with funds provided under Public Law 81-874.
- e. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under Public Law 81-874 by holding as many meetings with the tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.
- f. LEA officials will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis.

A Public Hearing will be held yearly at which parents of children living on Indian land and/or tribal officials may discuss the current status of school programs and desired directions for future development for Board consideration. In addition to the above, Claremore Public Schools will:

- a. Encourage staff members of the LEA to elicit input regarding the general educational program from Indian parents and tribal leaders, and to submit such suggestions to the administration for consideration and evaluation.
- b. Encourage staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.
- c. Recommendations of the tribe will be considered and written response will be submitted.

The above policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands are hereby approved by the Claremore Public Schools Board of Education, Claremore Public Schools, in regular session on August 8, 1988. The above policies and procedures shall remain in effect until rescinded by the local Board of Education..

STUDENTS

Internet-Based Instruction

Philosophy

The Claremore Public School District recognizes the distinct advantages which Internet-Based Instruction can offer by expanding course offerings to all students and providing alternative access to instructional resources for students with needs which cannot be met through the traditional classroom and/or program offerings. To that end, the School District adopts the following rules governing the use of Internet-Based Instruction in the Claremore Public School District.

Enrollment for Credit

Only students who are regularly enrolled in the Claremore Public School District shall be allowed to enroll in Internet-Based Instruction for credit. A student wishing to enroll in an Internet-Based course shall fill out a written request. Forms are available in the principal's office. A certified staff member is available at each site for assistance in enrolling. Contact information for the designated staff member may be obtained from the principal's office.

Enrollment requests will be reviewed by the principal on an individual basis. Courses must be aligned with PASS and/or Advance Placement standards and be taught by an Oklahoma-certified teacher. Teachers will be specially trained to deliver instruction via the Internet. The student-teacher ratio must be within limits to provide effective instruction and interaction to enable the student to complete the course and obtain the competencies embedded within the course.

The principal shall grant the request after determining that the above criteria are met and that enrollment serves the best interests of the student, including such factors as the student's overall course schedule, current class standing and progress toward graduation, and the reason for the request.

The principal shall accept or deny a request for enrollment within five days. A student denied a request for enrollment may appeal in writing to the superintendent within five days, who will issue a final decision in writing within five days.

The School District shall grant credit upon completion of the course as determined by the course instructor and approved by the principal. The teacher shall provide the principal with data regarding the student's progress in the course, including graded assignments, tests and time spent on unit objectives and overall coursework. Any student not receiving credit from an Internet-Based course will receive a written explanation of the reason(s) why credit was denied by the principal and/or his/her designee. The student may within a reasonable period of time respond in writing to the written explanation. In such instance, the superintendent will review all pertinent documentation and render a final decision whether to grant or deny credit. Such decision will be communicated to the student in writing within a reasonable time.

STUDENTS

Internet-Based Instruction, continued

Grades

The assignment of the grade(s) for Internet-Based Instruction will be the responsibility of the Teaching Partner approved by both the local school and the institution delivering the Internet-Based Instruction.

Confidentiality of Information

Data collected on an individual student shall be used solely for the purpose of determining the student's progress and completion of the course. Such data will not be used for any purposes other than those which support the instruction of the student.

STUDENTS

Internet Safety

The following is a contract between the student, parent or guardian, and the Claremore Public Schools District. *Please read carefully before signing.*

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

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

As a student I agree to the following terms and conditions:

- > I will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement, or political lobbying is also prohibited.
- > I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself and/or other student or school personnel to anyone via the Internet.
- I understand that use of email or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the District's Internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- > The District and the District's service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

STUDENTS

Internet Safety - continued

- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.
- I understand access to the Internet through Claremore Public Schools is a privilege. School authorities can deny any student access to the Internet at any time, and their decision is final.

My instructor/school sponsor has explained these terms and conditions for using the Internet to me and I agree to abide by them.

Student's signature _____

Date _____

I have read the above terms and conditions and understand that violation of any of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student.

Parent/Guardian's Signature _____

Date _____

STUDENTS

Internet Use — Grades K-6

The use of the Internet and computer networks is increasing in our classrooms as computers become another important tool in the learning and instructional process. Much of the information that is used in school comes from computer networks as well as from textbooks. This information is now available and being delivered by computers over networks such as the Internet. As with all classroom assignments and projects, the students are guided and monitored in their work while using the Internet and computer networks by their teacher.

The Internet is a resource with access to many other networks and people around the world. Therefore, our school district has taken measures to monitor this access through an Internet filtering system. Because this filtering system is not always a 100%, we must continue to teach our students how to take responsibility for appropriate use of the Internet. We ask for your help at home in this very important issue, please discuss the appropriate school use of the Internet with your child. Each school year your child will be expected to take more responsibility for utilizing the Internet and computer networks as he or she uses the Internet and computer networks for more classroom assignments.

Most important, your child's teacher will also discuss the importance of using the Internet and other computer networks appropriately with all students. We hope to develop a united front, school with home, in Internet and computer network usage.

Please review the following Internet and computer rules with your child. In addition, also, review the release for photographic images form. We ask that you sign and date these forms to acknowledge that you have received and reviewed the information.

STUDENTS

Internet Use — Grades K-6, continued

Release for Photographic Images

Claremore Public Schools provide an Internet Website for the publication of news, events, and other school related information. No student photograph will be posed to the web without the express consent of the parent or legal guardian. No personal information regarding your child will accompany the photo (name, address, phone number).

Student Name: _____ Grade: _____ Date: _____

I give permission for my child's picture to be used on the school website.

Parent/Guardian Signature: _____ Date: _____

I give permission for my child's picture to be published in the newspaper.

Parent/Guardian Signature: _____ Date: _____

STUDENTS**Internet Use — Grades K-6, continued****Computer and Internet Rules**

Please review the following with your child. As previously mentioned; the responsibility for appropriate computer use rests with the student.

I understand that as I use computers and the Internet under the direction of an instructor I will follow these rules:

- I will use computers and the Internet in a safe, appropriate manner. I may use the Internet for educational purposes to complete classroom assignments.
- I will not send information that does not belong to me or that is inappropriate over school networks.
- I will never harm or destroy computers or the work of another person.
- I will use appropriate behaviors and language both spoken and written while using the computer.
- I will respect my privacy and the privacy of others by never giving out personal information (names, home addresses, phone numbers) for any reason.
- My teacher will set rules for using school computers and the Internet and I agree to follow them.

My son/daughter and I have read the rules and discussed the content. He/she agrees to follow these rules whenever using district computers, school networks and the Internet.

Student Name: _____ Grade: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

If you have questions or concerns please contact your child's teacher or building Principal.

S-JA



Claremore Public Schools Crisis Response Plan

Board Approved
December 14, 2020

TABLE OF CONTENTS

DISTRICT RESPONSIBILITIES AND PREPAREDNESS	4
CRISIS TEAM ROLES AND RESPONSIBILITIES	5
<u>CHAPTER 1: UNEXPECTED/TRAUMATIC DEATH</u>	
SECTION 1: CRISIS ACTION PLAN	6
IMMEDIATE RESPONSE PROTOCOL	
CONTACT FAMILY	
TECH WITHDRAWAL	
INFORMATION DISSEMINATION: FACULTY MEETING	
INFORMATION DISSEMINATION: FOLLOW THE SCHEDULE	
INFORMATION DISSEMINATION: MASS COMMUNICATION	
SECTION 2: CRISIS INTERVENTION RESOURCES	10
CLASSROOM VISIT SUGGESTIONS	
STUDENT COUNSELING GROUP TALKING POINTS	
CRISIS TEAM DO'S AND DON'TS	
SUICIDE RISK FACTORS AND WARNING SIGNS	
CRISIS HOTLINES	
SECTION 3: CRISIS POSTVENTION: DEBRIEF AND FOLLOWUP	15
FACULTY DEBRIEF	
CRISIS TEAM DEBRIEF	
AT-RISK STUDENT FOLLOW UP	
AFFECTED FAMILY FOLLOW UP	
SECTION 4: SPECIAL CIRCUMSTANCES	17
KEY CONSIDERATIONS	
MEMORIALIZATION	
<u>CHAPTER 2: SICKNESS RELATED EXPECTED DEATH</u>	
<u>CHAPTER 3: SEVERE WEATHER CATASTROPHE</u>	
<u>CHAPTER 4: SCHOOL SHOOTER/INTRUDER/LOCKDOWN</u>	
<u>CHAPTER 5: BUILDING OR DISTRICT EVACUATION</u>	

APPENDICES

A: AFTER A DEATH OR SUICIDE

- A.1 CRISIS TEAM MASTER CHECKLIST**
- A.2 BUILDING ADMINISTRATOR CHECKLIST**
- A.3 COUNSELING LIAISON CHECKLIST**
- A.4 TEACHER CHECKLIST**
- A.5 HOSPITALITY LIAISON CHECKLIST**
- A.6 TECHNOLOGY LIAISON CHECKLIST**
- A.7 COMMUNICATION LIAISON CHECKLIST**
- A.8 SAMPLE SCRIPT FOR OFFICE STAFF**
- A.9 SAMPLE SCRIPT FOR AFFECTED CLASSES WHEN WALKING THE STUDENTS SCHEDULE**
- A.10 SAMPLE SCRIPT FOR UNAFFECTED CLASSES**
- A.11 SAMPLE NOTIFICATION TO FAMILIES (EMAIL/AP/PHONE CALL)**
- A.12 SAMPLE MEDIA STATEMENT**
- A.13 GUIDELINES FOR UNDERSTANDING AND RESPONDING TO A CRISIS**
- A.14 FIRST AID FOR STAFF AFTER A CRISIS**

B: SICKNESS RELATED EXPECTED DEATH

- B.1**

C: SEVERE WEATHER CATASTROPHE

- C.1**

D: SCHOOL SHOOTER/INTRUDER/LOCKDOWN

- D.1**

E: BUILDING OR DISTRICT EVACUATION

- E.1**

District Responsibilities and Preparedness



The Claremore Public Schools Crisis Response Plan is designed to provide for the well-being of our students, staff and community in the event of a crisis situation. The handbook addresses crisis response protocols and procedures for the areas of death of a student, death of a staff member, suicide or attempted suicide, and other student crises. The document will also include sections for responses to evacuation, fire, severe weather, school shooter and other lockdown situations.

The district will select Crisis Team members from each school site which may include (but are not limited to) the principal, assistant principals, school counselors, school psychologists, special and available regular education teachers, assistant superintendent and superintendent. These teams will serve their specific school building or be prepared to participate in crisis management at other sites across the district if needed. The district will also identify a “core training team” who will attend specific crisis trainings selected by the district and subsequently train the remaining crisis staff members in a “train the trainers” model. Crisis teams will also engage in a yearly ongoing training to review the policies and procedures outlined in the plan, as well as train any new members assigned to the team. The district wide training will be completed by the spring and summer of 2021.

As a part of the overall crisis plan, we will be prepared to offer support through counseling services by district counselors and/or counselors from outside agencies. These services allow students and staff to feel supported as they process a loss. We are also aware of the sensitivity of anniversaries of a building level crisis and are prepared to address the needs of individual students as they arise.

The Crisis Team is designed to help buildings and principals respond to an initial crisis, assist them to best care for their students and staff in the days following an incident, and help schools return to normal as soon as possible.

Crisis Team Roles and Responsibilities

The District will establish and train a Crisis Team at each site in the procedures adopted in this policy. Each Crisis Team shall include the roles listed below. Additional liaisons (Health/Safety, Security, Community Outreach, etc.) may be assigned as the type and nature of a crisis situation is determined. Responsibilities listed are not an exhaustive list, but brief overviews of typical responsibilities. Sample role checklists are provided in [Appendices A.2-A.7](#).

- **Superintendent** - Decides which information should be publicly disseminated and how that should occur together with the communication liaison and the technology liaison; coordinates with local law enforcement, medical personnel, or local government as needed
- **Building Administrator** - Handles tactical building level operations, follows a student or staff schedule in case of death, communicates with affected families, communicates with staff, holds staff meetings
 - **Administrator Support Person** - Accompanies the building administrator throughout crisis response, aiding them as needed
- **Crisis Team Leader** - Manages overall crisis response, directs and leads the liaisons, and coordinate resources
 - **Aide(s)** - Supports any team members performing specific requested tasks (make copies, deliver messages, etc.)
- **Communications Liaison** - Revises and distributes script drafts for mass communication together with the Superintendent, facilitates team level communication throughout the crisis response
- **Technology Liaison** - Has administrator level access to SIS, EdPlan, and Aptegy, and handles schedule withdrawal, disabling robo calls, and facilitates mass communication provided by the communications liaison and superintendent
- **Hospitality Liaison** - Supports human needs during crisis response (snacks, water, tissues, art/writing supplies, etc.)
- **Counseling Liaison** - manages the counseling team within the crisis counseling center, manages the master list of affected students

Chapter 1: Unexpected/Traumatic Death

Section 1 Crisis Action Plan

These guidelines have been written to help those involved to think ahead and plan for situations. The suggestions below are designed to be thorough, as well as flexible and adaptable. Discretion and judgment will determine their use. If a situation occurs outside of our district that may have an effect on our school and community, the crisis team will also meet as soon as possible to create a plan per this handbook.

Immediate Response Protocol Crisis Team Leader

1. Principal and designated individuals will verify information regarding emergency/crisis including a social media search.
 - a. Contact SRO or law enforcement if necessary
2. Secure or evacuate the building if necessary. Activate plan for accounting for all staff and students in the building.
3. Notify the Superintendent of the potential crisis.
4. Notify administrators of affected buildings, including buildings where siblings are enrolled or other family members are employed. Confirm family information from them if necessary.
5. Activate Crisis Team: Principal/Assistant Principals, Counselors, School Psychologist, designated special education and general education teachers.
6. Crisis Team Leader implements action steps outlined on the **Crisis Team Master checklist** ([Appendix A.1](#))
7. Team pre-brief regarding type of incident, staff roles, and how to proceed.
 - a. Determine location for the crisis counseling center for affected staff/students
 - b. Revise the script drafts to reflect the current situation ([Appendices A.9-A.12](#)).
 - c. Distribute copies of the immediate action checklists to crisis team liaisons for procedural documentation ([Appendices A.2-A.7](#)).
8. **If suicide is suspected**, contact Tech Department regarding student search of personal files regarding self harm
9. Notify School Secretary of the crisis: Provide a statement for phone calls, prepare visitor badges for outside counselors/youth pastors ([Appendix A.8](#)).
10. If outside agencies are deemed necessary, communicate the need with them and share location for support services.

11. Schedule and disseminate information regarding time and location of before school staff meeting and after school optional debriefing meeting.

Contact Family

Building Administrator

1. In the event of a death, contact family before sending out any communication. Coordinate with the most appropriate team member (discuss relationship to family, services provided, etc.)
2. Make an initial phone call. The first point of contact is crucial to the success of maintaining communication and managing the crisis. The person making the call should receive support from another staff member while the call is made. The administrator can request to visit the family in their home. Families often appreciate the support of the school community, and their cooperation can be valuable for effective post-vention.
 - a. Below are suggestions for what points to cover during the home visit, but it is not intended to be a specific script. Making a sympathetic connection with the family is the priority.
 - Express condolences and offer support; ensure the family that we will make certain that the situation is handled with utmost respect.
 - Ask questions to decipher fact from rumor.
 - Explain school procedure to the family with regard to staff and student communications and discuss the family's wishes in disseminating information
 - Ask what facts the family would allow to be discussed. Make sure notes are taken and verified with family before ending the visit/call.
3. Follow up phone calls can be made later to seek or verify information regarding the visitation and memorial. Be sure to ask if the family wishes the information to be publicly disseminated, if students and staff are permitted to attend, and if there is a remembrance fund or memorial cause.

Faculty Meeting: Before School

Building Administrator, Counselor, and Superintendent

1. Provide a staff check in sheet. Staff must check in and anyone NOT at the meeting should be notified ASAP. Notify department/building level team leaders if needed (Food Service, Buildings and Grounds, Transportation).
2. Present facts as they are known. Stick to what the school has given you as information to present. Do not offer your opinions and/or what you may have heard from other sources.
3. Discuss staff and students handling of the press.
4. Disperse printed copies of the Guidelines for Understanding and Responding to a Crisis handout ([Appendix A.13](#)).
5. Notify teachers that a statement will be emailed and it is to be read verbatim by the classroom teacher. Reassure faculty/staff that further information will be emailed as it is available.
6. Assess the faculty members' comfort level in reading the prepared statement and discussing the situation with students. Plan for counselor/administrator support for those who do not feel comfortable addressing it with their students.

7. Explain that members of the Crisis Team will follow the victim's schedule in order to speak to classes. Explain that other team members will be available for other classes if needed.
8. Discuss the student's schedule and how to deal with the "empty chair." Provide alternatives such as a new seating chart, removing the chair, or leaving the chair alone. The students should be included in making the decision but can be allowed to decide at a later time with the classroom teacher.
9. Remind teachers/staff to check attendance and locate any students who may be seeking refuge away from the mainstream (bathrooms, hallways, classrooms, counselor's office, etc). If students are interacting in groups, it may be necessary to encourage them to use the support provided in the crisis counseling center.
10. Remind staff members that the bells may not ring as usual based upon the needs of the students. Let them know that they are to keep their students until the bells or someone directs them differently.
11. Allow teachers/staff to take time off if affected by the crisis. Indicate that substitute personnel from other building teams can be made available if needed
12. A schedule of times and location for students to process loss and receive support with counselors from the crisis team.
13. A schedule of times and location for faculty to process loss and receive support with a trained mental health service provider. May be a counselor with GLMHC/other outside agencies.
14. This area will be designated as a workroom for the Crisis Team: _____
15. This space will be available for Crisis Counseling: _____
16. Counselors and members of the Crisis Team are available to come to classes to talk about common reactions to loss, to provide support, to answer questions – whatever you might need. Please contact your crisis team members if at any time, you would like someone to come to your class.

Technology Withdrawal

Technology Liaison

1. In the event of death, print hard copy of profile, student schedule, locker info, etc. **before** withdrawal
2. Remove the student or staff member's name from the class roll and other forms of communication. This includes withdrawal from SIS, the Remind app, EdPlan and school wide communication (Aptegy calls, emails, etc.).
3. Facilitate mass communication via aptegy/email if requested by Superintendent or Communication Liaison
4. Intercept any disciplinary, scholarship, testing, attendance, withdrawal, or special placement notifications that may be sent to the family

Information Dissemination: Follow the Schedule **Building Administrator, Counselor, and Administrator's Aide**

1. Collect all personal belongings of the deceased before school begins and store them in a safe place for later delivery to the family. This keeps a mass of students from witnessing removal of the possessions and prevents students from memorializing the locker or other occupied area.
2. In case of student or staff death, the administrator, their support person, and a school counselor will follow the student or staff member's regular daily schedule and deliver a personal announcement to the students.
 - a. Administrator can read the script provided by the communications liaison (Appendix A.9) or use it as a guideline.
 - b. Provide factual information, answer questions, clarify any misinformation, provide support, and identify students who may need individual or group support.
 - c. The counselor should be vigilant for students or staff who may need additional support and escort them to the crisis counseling center as needed.
 - d. Remind students of the crisis counseling center location
 - e. Post crisis hotline numbers on the board for students to put in their phones

Information Dissemination: Mass Communication **Communication Liaison**

1. Administrator and communications liaison should meet to edit and review all scripts for mass communication using Aptegy ([Appendices A.9-A.12](#)).
 - a. Staff Email Notification
 - b. Parent Email/Call
 - c. Guided Statement for Following the Schedule
 - d. Teacher Statement for Affected Classes
 - e. Media Statement (release only if contacted by media outlet)
2. In the event of death, remove the student or staff member's name from the class roll and other forms of communication. This includes withdrawal from SIS, the Remind app, EdPlan and school wide communication (calls, emails, etc.).
3. Upon withdrawal, **ensure that any and all notifications to staff are turned off**. Additionally, intercept any disciplinary, scholarship, testing, or special placement notifications that may be sent to the family.
4. Consult with Superintendent regarding procedures for media
 - If reporters come to school property, where should they be directed?
 - Who will be responsible for the building security with respect to the media?

Chapter 1: Unexpected/Traumatic Death

Section 2

Crisis Intervention Resources

During a crisis, it is important to have proper and effective resources readily available to the crisis team, staff, teachers, parents and students. This streamlines the crisis intervention process, and assures that the information being disseminated is appropriate in meeting the immediate and follow up needs of everyone involved. Tangible checklists, scripts, counseling guidelines, suggestions and crisis support resources make an already stressful and fast moving situation go as smoothly as possible. Sample statements are included in the appendix, and general guidelines and resources for crisis response are included below.

Classroom Visit Tips

Inform students of the opportunities to meet and share in smaller groups in the crisis counseling center, but it may be advantageous to bring a counselor/administrator into an affected classroom to offer support during group activities.

Do not be too structured. Allow students to sit close together, sit on the floor or on a desk or table if it's safe. Sitting in a circle is a good way to draw people close together. This will develop intimacy and make members of the group feel together and equal.

- **What to Say:** The administrator will read aloud the revised script provided by the communications liaison. In conjunction with the statement, you may also want to say:

“We currently have a team of [school counselors, professional counselors, and youth pastors] set up in the [library/office/etc.] to help any of us identify, manage, and process our feelings today. If you are wondering why there are some other adults in the building today, it's because they are all counselors who care and were invited here by me. They understand that what we are going through is tough. Because they were not as close to (NAME) as you and I are, they are not suffering the way that we are. They are not here to take the place of our school counselors, administrators or clergy, but they're here to help all of us.”

- Let students talk to one another.
- Ask students to think of at least three words that would describe the victim(s) and go around the circle and share these words. Don't force participation, most will want to share.
- If there is a community wide crisis let students tell what has happened at their homes and how they felt.
- Help students share about some of their positive experiences they have had with the student/staff member– fun times, silly sayings, kind moments, etc.
- Compliment them for being supportive of each other and really helping each other.
- If possible and it seems appropriate, walk around the campus with one to two students. Physical activity helps some students.
- Invite students to write, draw, or speak about the student who died.
- Make a note to recognize the “empty chair,” and allow students to help decide how to handle it (change seating arrangement, rearrange desks/tables, etc.).

- **Processing Feelings:** Let all students know that whatever they are feeling is okay. It may be anger, sadness, fear, confusion, guilt – anything, or even a mixture of these and/or other feelings. Allow plenty of time for sharing, but be willing to sit in the silence with them for a while.
 - Help them realize that different people will express feelings in different ways and that is okay. Grieving is a personal journey; not everyone will grieve in the same manner. “Try not pass judgment because someone else does not seem to be hurting or suffering as much as you are.”
 - Help the students understand that some people may not have “known” the student/staff member or been “close” to them but what they have heard today may bring back memories of a similar loss or recent experience. It is acceptable for them to be dealing with their own feelings of sadness.
 - Help them understand that the intense sadness or hurt will not last forever. “Life will go on and the terrible hurt you are feeling right now will not hurt quite as much after some time passes. You won’t forget (NAME), of course, but time will help and just because we have to go on with school, schedules, jobs and everything else, does not mean you care less for the person who died.”
 - State and reinforce the stability of a routine: “School will go on.” Allow appropriate time for sharing of feelings and discussion, but return to scheduled instructional activities each day after a crisis occurs.

- **Return to Hope:** It’s important to end any group talking sessions with a note of hope and reminders of supports available.
 - Students may be encouraged to write letters or cards or other expressions of care that can be brought to the counseling department for delivery to the family.
 - Talk about what students can do with their feelings
 - Talk with people they trust
 - Encourage talking with parent/guardian
 - Encourage talking to school staff
 - Inform them of the support room
 - Let them know it is fine to seek out help
 - Discuss what students can do to help each other
 - Reach out to each other/listen to each other
 - Accompany an upset friend to talk to someone
 - Let an adult know if a friend is very upset

Crisis Team Members Do's and Don'ts

DO's

- Do** listen to the students and wait after you've asked a question to give them adequate time to respond. Be okay with some silence.
- Do** allow students the opportunity to express any and all thoughts regarding the incident without judging or evaluating their comments.
- Do** be aware of your voice tone, keeping it low, even, and warm.
- Do** help the students see that everyone shares similar feelings (i.e., "We're – Not You're) all stunned that something like this could happen here" or "A lot of us (not you) are feeling angry."
- Do** expect tears, anger, resentment, fear, inappropriate language (often due to tension and discomfort), stoicism (apparent non-reaction).
- Do** expect some students to become phobic and have sudden overwhelming concerns that may seem illogical to you but are very real to them.
- Do** be aware that this death could bring about the resurfacing of other losses for students.
- Do** encourage students to sit in a circle, or to make a more intimate grouping in which to have this discussion.
- Do** stress the confidential nature of the feelings and thoughts expressed in the discussion.
- Do** use your own thoughts and ideas as a means to encourage discussion, not as a means for alleviating your own feelings.
- Do** expect that other feelings of loss may emerge.
- Do** give accurate information about the incident. If you don't know an answer, say so.
- Do** squelch any rumors that may exist by either giving the facts, or researching what the "facts" are and reporting back.

DON'Ts

- Don't** give "should, ought, or must" statements (i.e. "You shouldn't feel like that." "We mustn't dwell on this.")
- Don't** use clichés (i.e., "Be strong." "It could have been worse.")
- Don't** ask questions without being ready to listen.
- Don't** try to make them feel better; let them know that it's okay to feel what they're feeling.
- Don't** isolate anyone – each will need to feel a part of the group.
- Don't** expect the students to "get over it" within a certain time.
- Don't** assume a person is not grieving/reacting just because they don't look or act like it. Let them know of your availability for future support (i.e., six weeks or three months from now).
- Don't** let students interrupt each other, allow each person to finish his or her own statement.
- Don't** repeat what you have heard outside of the school setting. Stick to what has been communicated to you by the crisis team and/or administration. It is important for you to model and practice the elimination of rumors.
- Don't** share any confidential facts/information with those not involved in the crisis situation (this includes other adults and students).

Suicide Risk Factors and Warning Signs

Although far from perfect predictors, certain characteristics are associated with increased chances of having suicidal thoughts. These include:

- Mental illness including depression, anxiety, conduct disorders, and substance abuse.
- Family stress/dysfunction
- Environmental risks, including presence of a firearm in the home.
- Situational crises (e.g., traumatic death of a loved one, physical or sexual abuse, family violence.)

Most suicidal youth demonstrate observable behaviors that signal their suicidal thinking. These include:

- Suicidal threats in the form of direct (“I am going to kill myself”) and indirect (“I wish I could fall asleep and never wake up again”) statements
- Suicide notes and plans (including online postings, texts, snaps, etc.)
- Prior suicidal ideation or behavior
- Making final arrangements (e.g., making memorial arrangements, writing a will, giving away prized possessions)
- Preoccupation with death
- Changes in behavior, appearance, thoughts, and/or feelings

What to Do

Youth who feel suicidal are not likely to seek help directly; however, parents, school personnel, and peers can recognize the warning signs and take immediate action to keep the youth safe. When a youth gives signs that they may be considering suicide, the following actions should be taken:

- Remain calm as you listen
- Ask the youth directly if he or she is thinking about suicide
- Focus on your concern for their well-being and avoid being accusatory
- Reassure them that there is help and they will not feel like this forever
- Provide constant supervision. Do not leave the youth alone.
- Remove any possible means for self-harm from the immediate area (scissors, knives, etc.)
- **Get help:** Never agree to keep a youth’s suicidal thoughts a secret. School staff should take the students to a school-employed mental health professional or administrator. Encourage them to talk with their parent, and offer to facilitate the conversation. Parents should be provided with resources and referrals to school and community mental health resources as soon as possible.

Crisis Hotlines

A crisis line is a service that provides free, confidential support and resources for people in emotional distress. The service is provided by a trained crisis counselor on the phone and in some cases by text and/or chat. You can call or text for help with someone you're worried about or for yourself.

National Suicide Prevention Lifeline

Call 800-273-TALK (8255)

Chat service and other information: Go to www.suicidepreventionlifeline.org

Crisis Text Line

Text HOME to 741741

Other information: Go to www.crisistextline.org

Trevor Project

Provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, and questioning (LGBTQ) young people ages 13–24

Trevor Lifeline: Call 1-866-488-7386

TrevorText: Text TREVOR to 1-202-304-1200

TrevorChat and other information and resources: Go to www.trevorproject.org

Chapter 1: Unexpected/Traumatic Death

Section 3

Crisis Postvention: Debrief and Follow up

Following a crisis, it is important to debrief and discuss what went well, as well as providing the crisis team with constructive feedback on areas for improvement. Debriefing following a crisis is a critical part of the postvention process. Opportunities for increased or added crisis prevention, training, mental health support or logistical planning ideas may also be considered during this time.

Faculty Debrief Meeting: After School **Building Administrator, Counselor, and Superintendent**

Staff debriefing can occur at any time during the 48-36 hours after a crisis. It may be necessary to meet once after school on the day of the crisis to help staff process their own emotions and to provide a platform for sharing their experiences, and then again two to three days later to address any follow up questions or situations. Below are guidelines and example topics of discussion for the meeting.

1. Provide a staff check in sheet. Staff must check in and anyone NOT at the meeting should be checked on by the building administrator or counselor after the meeting.
2. Introduce this process by informing staff that the purpose is to identify: 1) what has worked well and what has not; 2) current concerns and worries; 3) additional interventions which are still needed; 4) additional resources or assistance to make the next several days easier.
3. **Part One – Student Reactions**
 - a. What behaviors of students were most upsetting for you?
 - b. What were you not prepared to see or hear from students?
 - c. What worries you the most about students?
 - d. What happened with students that didn't need to happen?
 - e. What didn't happen that should have happened or still needs to happen?
4. **Part Two – Staff Reactions**
 - a. What one thought stands out the most in your mind about anything you saw or heard?
 - b. Of all the thoughts, emotional reactions, and things you've done during this crisis, what surprises you the most? (This question is not what surprised them about other's actions/reactions but their own thoughts, emotions. Keep them focused on their reactions).
 - c. What is something someone else did that helped you today?
 - d. If you were to go through this again, what would you do differently?
5. **Part Three – Administrative Issues**
 - a. What have been some of the positive things that have happened?
 - b. What still needs to happen, either immediately or over the next several days, to help you out?
 - c. Are there any unanswered questions or additional information you need?
6. **Part Four - Psychoeducation**
 - a. Pass out and review the key points of First Aid for Staff After a Crisis ([Appendix A.14](#)).
 - b. Normalize not only the reactions they have experienced but also the system response, especially if this is the first critical incident experienced. It is essential to be honest regarding the need for additional training, and improvements needed on their crisis plan, policies and procedures. An honest appraisal now will help them be better prepared in the

- future. It is also important to stress the strength that has emerged, the dedicated caring, etc.
- c. Provide them with encouragement and affirmations for their care and concern and dedication to students. Thank them. Remind them that if they do have concerns about specific individuals to see the counselor or building administrator immediately following the meeting.

Crisis Team Debrief **All Crisis Team Members**

Following a crisis, it is important for the Crisis Team to debrief and discuss what went well, as well as providing the team with constructive feedback on areas for improvement. Debriefing following a crisis is a critical part of the postvention process. It creates a positive space for team members to process and reflect on their own thoughts and feelings, as well as provides them the opportunity to gain insight and support from other team members. Each professional involved in a crisis will have their own perceptions of how the process went, and will have invaluable feedback for the group from their unique perspective. A recommended debriefing format is simply gathering together in a conference room, office or other location, sitting in a circle, and going through the process step-by-step. The team leader, outside counselors or another staff member can help guide the group members to each talk about their perceptions of the process as a whole.

At-Risk Student Follow Up **Building Administrator and/or Counselor**

1. Students and staff members who were identified as most affected by the traumatic event or those who are not coping well should be contacted the evening or day following the crisis event. The building administrator and/or counselor will utilize the triage list from the crisis counseling center to make follow up phone calls.
 - a. If calling a parent regarding a student, advise the parent/guardian of their child's situation. Check on current functioning, refer on to an outside counselor if necessary, or refer for further intervention by a school counselor or Crisis Team member for the next day.

Affected Family Follow Up **Crisis Team Member Who Made Initial Contact**

1. A follow up phone call can be made one to three days after the crisis to seek or verify information
 - a. Ask if there are any needs that the school staff can help with.
 - b. Be sure to ask if the family wishes the information regarding the visitation and memorial service to be publicly disseminated, if students and staff are permitted to attend, and if there is a remembrance fund or memorial cause.
 - c. Ask if and how they would like the personal belongings of their family member returned.
 - d. If peers have written letters or drawn pictures, ask if the family would like to receive those.

Chapter 1: Unexpected/Traumatic Death

Section 4

Special Circumstances: Key Considerations and Memorialization

Key Considerations

Utilize any handouts/or scripts given for communication. **SEE ALL APPENDICES ATTACHED**

Reminder: While it may not always be possible to immediately ascertain all of the details about the death, confirming as much information as possible is important because speculation and rumors can exacerbate emotional upheaval within the school. If the cause of death has not been confirmed to be suicide, if there is an ongoing investigation, or if the family does not want the cause of death disclosed, it can be challenging for a school to determine how to proceed.

Suicide Contagion

If there appears to be contagion, school administrators should consider taking additional steps beyond the basic crisis response, including stepping up efforts to identify other students who may be at heightened risk of suicide, collaborating with community partners in a coordinated suicide prevention effort, and possibly bringing in outside experts. In addition, school crisis team members should remain mindful of their own limitations and consider bringing in trained trauma responders from other school districts or local mental health centers to help them as needed.

Memorial Service

Depending on the family's wishes, help disseminate information about the memorial to students, parents and staff, including:

- Location
- Time of the memorial (keep school open if the memorial is during school hours)
- What to expect (for example, whether there will be an open casket)
- Guidance regarding how to express condolences to the family
- Policy for releasing students during school hours to attend (i.e., students will be released only with permission of parent, guardian, or designated adult)
- Work with school counselors and community mental health professionals to arrange for counselors to attend the memorial.
- Encourage parents to accompany their child to the memorial.

Memorialization After a Student Death Administrative Guidelines

The Claremore School District protocols regarding memorization after a student death is based on guidelines set forth in *PREPaRE School Crisis Prevention and Intervention Training Curriculum* and *AFSP & SPRC: After a Suicide-A Toolkit for schools*.

The Claremore School District guiding principles are to provide support in a controlled, yet structured way. The guidelines on memorization center on four main principles:

- To minimize the potential for putting other students at risk (in the case of suicide)
- To respond to all deaths in a uniform manner
- To facilitate support for the process of grieving
- To commemorate the life, not the death, of the deceased in personal and meaningful ways

What is the Purpose of a Memorial?

Memorials are a way for students, staff, and the community to express their grief. They serve to normalize feelings. Memorials can also be learning events for children and opportunities for students to take an active role in the grieving process.

How to Deal with Spontaneous Memorials?

Oftentimes spontaneous memorials appear after a student death. Claremore school administrators will respect the need of students to express their feelings, but will also balance these displays by indicating that these remembrances will be removed at the end of the day or after the memorial, in a designated area, and given to the family of the deceased student.

The building administrator will be charged with the approval and review of all requests for memorialization activities. The Crisis Team shall meet as needed and review and update the guidelines accordingly.

Memorial Activities to Consider

- Scrapbooks/cards/posters in a monitored location for students to express condolences to family
- Activity focused memorial which may include fundraising for prevention groups related to the cause of death (i.e. American Cancer Society), or mental health awareness programs.
- Picture in yearbook as it would be if student was still alive
- Scholarship in memory of deceased organized by family

Memorial Activities to Avoid

- Flying the flag at half-staff (this is reserved for the death of a public figure)
- Posting a notice on Facebook or the district website
- Dismissing school early or cancelling school all together
- Holding student assemblies, including graduation ceremony where deceased is remembered with an empty chair, presentation of diploma to family, or presentation of item of memory of deceased
- Full page dedication in the yearbook
- Planting gardens
- Erecting plaques
- Staging large, public memorial services
- Creating a permanent part of the environment (i.e. planting trees)
- Selling commemorative t-shirts

Memorials After a Suicide

Memorials following a suicide are particularly important to monitor. Claremore Public Schools recognizes that every decision made regarding memorials after a suicide is extremely important, because it may help prevent the death of another student. These decisions will be made based on best practice recommendations from the sources cited within these administrative guidelines. Claremore Public Schools will not establish permanent memorials after a death by suicide. Memorials following a suicide may glamorize death or communicate that suicide is an appropriate or desired response to stress. Spontaneous memorials (balloons, flowers, pictures, letters, etc.) will be allowed for the remainder of the school day in a designated area, and the family of the deceased student will be given the memorial items. Claremore Public Schools will discourage any memorialization that represents long-term commemoration following a death by suicide.

The anniversary of the death (and other significant dates, such as the deceased's birthday) may stir up emotions and can be an upsetting time for some students and staff. It is helpful to anticipate this and provide an opportunity to acknowledge the date, particularly with those students who were especially close to the student who died. These same principles will apply when addressing suicide anniversaries.

STUDENTS

Lost or Damaged Property

Any student, who loses or damages school property, including textbooks, shall pay the cost of replacement. Monies collected will be placed in a lost textbook account and spent for replacement.

MAKE UP WORK ALLOWED, SECONDARY

At least one day will be allowed for each day not in attendance to complete the make-up work. It is the student's responsibility to get assignments from teachers when absent from school. If a student knows in advance of the absences, it is the student's responsibility to get the class work before the absences and have it completed by class time.

Assignments that are a factor of the student's grade are an important part of the student's education. Therefore, all such assignments are required to be turned in to the teacher for any and all absences.

STUDENTS

Non-Administration of Certain Medications

Notwithstanding the District's policy on the Administration of Medicines to Students, when a student/parent requests the District to administer prescription medications that have not been approved by the FDA or as to which there is a question about the District's capacity to safely administer, the District shall refer the question of whether to allow a school nurse, an administrator, or a designated school employee to administer the medication to a consulting physician. Such consulting physician shall be selected and compensated by the District. The consulting physician shall consider the method of and the risks associated with the administration of the medication, as well as the District's medical facilities and the training of the District personnel who would perform the administration. The consulting physician shall then evaluate whether the District is properly equipped to administer the medication and to handle any potential consequences of such administration, including adverse reactions to and side effects of the medication.

In the event the consulting physician determines that the District is not properly equipped to administer the medication or to handle potential consequences, the District shall promptly notify the student's parent that it is unable to administer the medication. When this occurs the consulting physician shall furnish a letter or memorandum stating what equipment the District must have to properly administer the medication and shall also state whether in his or her professional opinion the equipment required is appropriate for use in a school as compared with a clinical environment. In the event a decision is made to obtain the equipment necessary to permit the reasonably safe administration of the drug the consulting physician shall take the steps necessary to ensure that the appropriate district personnel are trained to administer the medication. In the event that the physician determines that the medication is inappropriate for administration at school, the physician shall issue his/her opinion stating the *reasons* why the medication should not be administered at school.

For purposes of this policy it shall be understood that a reasonable basis for not administering a medication is the absence of FDA approval of the medication.

In any instance in which the district has declined to administer medication because it is not FDA approved, or the district lacks the personnel capable of administering the medication and cannot through reasonable means obtain those services, or in any instance in which there will be a delay in the administration of the medication requested by parents and prescribed by a physician, parents shall be notified that the medication will not be administered. Parents shall be kept informed regarding the progress of evaluating the administration of the medication in the future or of a decision that the medication cannot be administered at school and the related reasons. Parents will be given an opportunity to provide information from the child's physician supporting the administration of the medication at school. In this circumstance a parent will be asked to authorize the child's physician to cooperate with the district's consulting physician to resolve any dispute regarding the administration of the medication.

In any instance in which a decision is made not to administer medication, the district shall, in cooperation with a parent, consider reasonable accommodations designed to facilitate the physician's order. Reasonable accommodations include, but are not limited to, allowing a parent or individual designated by the parent to administer the medication, adjustment of the student's schedule, or other options suggested by the parent, school, or other professionals.

Any reference to parent in this policy shall be interpreted as also applying to legally designated

guardians. Adopted on the 12th day of September, 2005, by the Board of Education.

STUDENTS

Student Organizations Sponsorship and Equal Access for Limited Student Forums

The Board of Education of the Claremore School District is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students and that the policies of this School District should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

School-Sponsored Student Organizations:

The School District may sponsor student organizations that the Board determines are in furtherance of and consistent with the educational objectives of the School District and directly related to the School District's curriculum ("school-sponsored student organizations").

An organization shall be considered to be directly related to the School District's curriculum if it is: (1) an extension, expansion, or application of material taught in a class, or (2) part of or an adjunct to student government, carrying out special projects or responsibilities.

School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education,, background or other expertise is reasonably related **to** the purpose and goals of the group, and who shall receive extra-duty compensation.

Application for School District sponsorship shall be made by the proposed faculty sponsor and at least ten (10) students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure, and provisions of a constitution or other document setting out organizational purpose and structure, subject to approval by the superintendent of schools.

After the proposed organization and its constitution have received preliminary approval from the superintendent, the Board of Education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and based on an opinion rendered by the School District's legal counsel stating that the proposed organization meets the standards of this policy.

Independent Student-Organized Groups:

The senior high schools of this School District shall make facilities available for meetings of independent student-organized groups (that is, student groups which are NOT officially sponsored by the School District as stated in the above section), subject to the following provisions. It is the intent of the School District to **create a limited open forum under** the federal Equal Access Act for independent student organized groups **pursuant to this policy**.

STUDENTS

Student Organizations Sponsorship and Equal Access For Limited Student Forums - continued

Meetings of independent student-organized groups may be held only during any non-instructional time, including before or after school, during lunch hour (if there are no classes being conducted during the lunch hour) or other non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.

All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.

No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

An adult monitor, who may or may not be a school employee, shall be present at all meetings. The school employee shall **be** present only in the capacity of monitor, and may not participate in any form or fashion in the meeting.

Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, conduct, or regularly attend meetings.

If students wish to meet in independent student-organized groups under this policy, they must file a request to meet with the building principal which lists: 1) the room in which they wish to meet and the time during which they will meet; 2) the name of one student who will serve as the contact between the group and the school authorities; and 3) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his approval or, if it does not meet the requirements of this policy, his reasons for disapproval, within 2 days of the submission of the request to meet. Once permitted to do so, an independent student-organized group may continue meeting for the remainder of the school year, unless it subsequently **violates this or any other school policy.**

In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

Meetings of independent student-organized groups **may** be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time, and place of the **meeting, and a brief identification of the subject of the meeting or a list of agenda items.**

It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the School District. The School District **is** neutral as to **the content of these meetings.**

STUDENTS

Parent Involvement (Title I)

We realize that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child. Therefore, Claremore Public Schools are committed to building a strong parent-school partnership. To support the parent-school partnership, the following policies were designed with meaningful consultation from parents.

- I. At the beginning of each school year, a school parent compact, developed through parent and staff input, will be distributed asking parents and students to commit to a partnership with the school.
- II. An annual Title I meeting will be held at the district level to which parents of all students will be invited. The contents of the annual meetings will consist of information pertaining to the program and activities provided with Title I funds. This meeting will also serve as an opportunity for parents to become informed, in a timely way, about how the program will be designed, operated, and evaluated. A school advisory council, consisting of six parents, a Title I staff member, a regular school staff member, the principal(s), and the assistant superintendent of curriculum will work with all programs in the school to implement the Title I program within the total school program.
- III. Parent involvement activities will be provided. When needed, transportation and childcare will be arranged as needed through the principal of the site. The purpose and content of parent involvement activities will be:
 - To make parents aware of the importance of parental involvement requirements, other relevant provisions of the program and to receive input from the parents concerning the manner in which the school and parents can work together to achieve the program's objectives;
 - To provide accessibility for parents to teachers, Title I staff and other educational personnel;
 - To provide information regarding the school curriculum and to welcome parents to observe the total school program;
 - To provide opportunities for parent-teacher conferences to discuss the student's progress, placements, and methods the parent can use to complement the child's instruction;
 - To discuss ways the school staff can best provide information, programs, and activities in a language and form the parents can understand;

STUDENTS**Parent Involvement (Title I) Continued**

- To provide support to parents through training and services;
 - To provide information concerning the Oklahoma Criterion-Referenced Test (OCRT) the state mandated assessment process; and
 - To provide information on the Literacy First Process utilized by Oklahoma teachers.
- IV. Appropriate training will be provided to all staff members to increase the effectiveness of the partnership between home and school. The training will be in the form of workshops, professional development sessions, and conferences.
- V. The Title I staff will coordinate parent activities with other agencies in our area such as but not limited to Department of Human Services, Rogers County Health Department, The Child Advocacy Center, Oklahoma Parents as Teachers, Lions Club and the Shriner's Association.
- VI. Parents **will** be provided with ongoing communications through quarterly progress reports.
- VII. At the end of each school year, the Title I staff will meet with the parents of the School Advisory Council to assess and discuss the effectiveness of the parent involvement program and to discuss how the next year's program will be designed, operated and evaluated. In addition, parents will be surveyed at the end of each year to provided input into the program. Those results will be used in developing the next year's program.

This district-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by signatures of those in attendance for the development of this policy (See Attached Signatures).

This policy was adopted by the Claremore Public Schools Board of Education on May 8, 2006. The school district will distribute this policy to all parents of participating Title I, Part A children annually.

(Signature of Authorized Official)

(Title)

(Date)

STUDENTS**Parent Involvement (Title I)**

**TITLE I
PARENT/STUDENT/TEACHER COMPACT**

We believe in high standards for our students and staff. We feel that a commitment by everyone involved will ensure the best possible climate for a good education for our children. This agreement is a promise that students, school staff, and parents work together toward student success.

As a STUDENT I agree to:

- Show courtesy and respect to others.
- Follow school rules and honor the Code of Conduct to be safe, kind and responsible.
- Attend school regularly and on time.
- Have all necessary materials (for example: papers, folder or notebook, homework, assignment calendar).
- Complete all class work and homework to the best of my ability.
- Share, when necessary and appropriate.
- Support my classmates' success in school.

_____ Student Signature

_____ Date

As a TEACHER I agree to:

- Teach grade level skills and concepts using effective teaching strategies.
- Be aware and responsive to my students' social and emotional needs.
- Communicate frequently with parents regarding student progress and behavior.
- Provide a safe, positive, and healthy learning environment for all students.
- Correct student work and provide other feed back in a positive and timely manner.
- Encourage students to do their best.

_____ Teacher Signature

_____ Date

As a PARENT I agree to:

- Send my student to school regularly and on time.
- Read or listen to my child read daily.
- Provide necessary materials to support my child's learning.
- Provide a time and place for quiet study and encourage good study habits.
- Attend all parent/teacher conferences.
- Reinforce school and classroom rules.
- Limit TV on school nights and before homework.
- Make sure my student has enough food and sleep for a good day at school.
- Support other parents' and students' success in school.
- I understand I can access the student-parent Claremore School Handbook on the district website. (Hardcopies will be available upon request.)

_____ Parent Signature

_____ Date

STUDENTS**Parental Custody**

Enrollment applications for each student should be signed by a parent or guardian indicating at all times who is the proper designee the child may be released to regardless for what reason. Aside from a proper order of the Court or Journal Entry of a Court of competent jurisdiction which restricts one parent from custodial care, that notwithstanding the fact that only one parent has been named as a proper designated party to receive the child, the other parent has alawful right to receive the child.

No change of custody will take place at the school.

STUDENTS

Possession, Prescription Drugs

Any student who is in possession of prescription drugs for which the student has no authorization for use on file and/or has distributed said prescription drugs is subject to expulsion or suspension. The principal may recommend a disciplinary action other than expulsion to the Board.

Any appeal procedures will follow district policy as outlined in the "Discipline Policy" which is located in the Students Section of the policy manual.

STUDENTS

Promotion and Retention

Introduction

The Claremore Public Schools Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, **but** such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and

STUDENTS

Promotion and Retention continued —

social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the District to ensure that each student has attained the necessary reading skills upon completion of the third grade.

A student identified as having a reading deficiency, based on administered assessments, that is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test, shall be retained in the third grade. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

For students who do not meet the academic requirements for promotion, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students on an individualized education plan (IEP) which indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level, and that the student is reading on grade level or higher;
5. Students on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first, second, or third grade; or
6. Students who have received intensive remediation in reading for two (2) or more years but still

STUDENTS**Promotion and Retention continued —**

demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years.

A student who is promoted by meeting one of the good-cause exemptions shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The District shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests for exemption from mandatory retention based on a good-cause (1-6 above) require that a teacher submit documentation to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. Documentation shall consist only of the alternative assessments results or student portfolio work and the IEP. The principal will review and discuss the documentation with the teacher. If the principal determines the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the superintendent. The superintendent shall also review the documentation and either accept or reject the recommendation of the principal in writing.

The District will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Mid-Year Promotion of Retained Third Graders

The District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. progressed sufficiently to master appropriate fourth grade reading skills; and
3. is demonstrating a level of reading proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test, or mastery of the Oklahoma State Standards as assessed by the reading portion of the grade 4 criterion referenced test; and
4. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the District.

Tools that the District may use, in accordance with rules of the State Board of Education, in reevaluating a retained third grade student may include subsequent alternative assessments or portfolio reviews.

STUDENTS**Promotion and Retention continued —**

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal. The academic progress plan for any retained third grade student who has been promoted midyear to fourth grade must continue to be implemented for the entire academic year.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

Final Level of Appeal

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

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

STUDENTS**Reporting of Student Alcohol, Non-intoxicating Beverages and Controlled Dangerous Substance Abuse**

Any teacher in the district who has reasonable cause to suspect that a student may be under the influence of or have in his/her possession a non-intoxicating beverage, an alcoholic beverage, or a controlled dangerous substance, all as defined by state law, shall upon recognition report the matter to the school principal or his designee. The principal or his designee shall immediately notify the superintendent or his designee and a parent or legal guardian of the student involved.

AU administrators, counselors, or teachers who make reports as directed by this policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such reports.

Legal Reference: Article XXIV, Section 417, School Laws of Oklahoma, O.S. Title 37, Section 163.2 and defines non-intoxicating beverages, Title 37, Section 506, O.S. Title 63, Section 2-101.

"Non-intoxicating beverages" means and includes beverages containing more than one-half of one percent (1/2 of 1%) alcohol by volume, and not more than three, and two-tenths percent (3.2%) alcohol by weight.

"Alcoholic beverage" means alcohol spirits, beer, and wine as those terms are defined herein and also includes every liquid of solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by human beings.

"Controlled dangerous substance" means drug, substance, or immediate precursor included in but not limited to:

- a. opiate, including their isomers, esters, ethers, salts, and salts of isomers, esters, and ethers.*
- b. any opium derivatives, their salts, isomers and salts of isomers*
- c. any material, compound, mixture, or preparation which contains any quantity of the hallucinogenic substances*
- d. any material, compound, mixture, or preparation which contains any quantity of any substance having a potential for abuse associated with a depressant effect on the central nervous system.*

NOTE: *All controlled dangerous substances are listed in Schedules I through V of Article II of OS 63, 2-101.*

STUDENTS Safety, Drills

Fire

All grades, K4 through 12, shall have a minimum of one (1) fire drill per semester. One drill shall be conducted within the first fifteen (15) days of the school year and all students and teachers shall participate.

School Bus Evacuation

According to State Board of Education Regulations, an emergency evacuation drill should be conducted twice each school year. This instruction should be conducted during the first two weeks of each semester.

Reasons for Actual Emergency Evacuations:

1. Fire or danger of fire
2. Unsafe position of bus
3. Mandatory evacuation

Storm

Storm drills are conducted periodically to acquaint students and teachers with correct procedures.

The superintendent of schools will be responsible for canceling school for emergency reasons.

In the event that school will be cancelled because of weather conditions, notification will be given to KRMG AM 740 and the three major Tulsa television stations.

STUDENTS**Saturday School/Detention, Guidelines, Secondary**

The purpose for Saturday School is that it is to be used in lieu of home suspension at the discretion of the building administrator. It is also intended to deter tardiness and re-enforce the importance of regular school attendance, as described in the attendance/tardy policy.

Saturday School will be held from 7:00 a.m. to 11:00 a.m.

Students are to follow the following rules for Saturday School:

1. Report before 7:00 a.m. No one will be admitted after 7:00 a.m.
2. Bring school materials to keep you occupied for four (4) hours.
3. No food, drinks, or gum will be allowed during Saturday School.
4. Dress appropriately for school.
5. Failure to follow the teacher's directions, misbehavior, or difficult attitude will result in the student being asked to leave.
6. Students failing to attend the full four (4) hours of Saturday School will be referred back to the building administrator for off campus suspension with no credit.
7. Students/parents are responsible for their own transportation to and from campus.

STUDENTS**Student Athlete Drug Testing Policy Grades 7-12**

The Claremore School Board of Education, in an effort to protect the health and safety of its student athletes from the use of dangerous, illegal, or performance-enhancing drugs, thereby setting a positive example of all other students of the Claremore School District, adopts the following “Student Athlete Drug Testing Policy”.

1. Statement of Purpose and Intent:

1.1 It is the desire of the board of education, administration, and staff that every student in the Claremore School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in athletic activities. This policy is intended to supplement all other policies, rules and regulations of the Claremore School District regarding possession or use of tobacco, alcohol, and other illegal drugs.

1.2 Participation in school sponsored interscholastic athletic activities at Claremore Public School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly student athletes carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of tobacco, alcohol, and other illegal drugs.

1.3 The purpose of this policy is to prevent illegal drug use. The intent is to prevent injury, illness, and harm as a result of illegal drug use, and to strive within the Claremore School District for an athletic environment free of illegal drug use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in athletic activities. There will be no academic sanction for violation of this policy.

1.4 All Student Athletes will complete a baseline drug test during summer before school starts and will then be subject to random drug testing throughout the school year.

2. Definitions:

2.1 *Student athlete* means a 7th-12th grade member of any Claremore School District sponsored interscholastic sports team. This includes all OSSAA competitive athletics and junior and senior high dance, trainers and managers.

2.2 *Illegal drugs* mean any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to all scheduled drugs as defined by the Oklahoma Uniform Dangerous Substances Act, all prescription drugs obtained with authorization, all prescribed and over-the-counter drugs being used for an abusive or performance-enhancing purpose, and paraphernalia to use such drugs.

2.3 *Performance-enhancing drugs* include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.

2.4 *Drug use test* means a scientifically substantiated method to test for the presence of illegal or performance enhancing drugs or the metabolites thereof in a person's urine.

2.5 *Baseline Drug Test* means a drug test for all student athletes before school starts.

2.6 *Random Selection Basis* means a mechanism for selecting student athletes for drug use testing that:

A. results in an equal probability that any student athlete from a group of student athletes subject to the selection mechanism will be selected.

and:

B. does not give the School District discretion to waive the selection of any student athlete selected under mechanism.

2.7 *Positive* when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standards customarily, established by the testing laboratory administering the drug use test.

2.8 *Reasonable suspicion* means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete, and reasonable inferences drawn from those observations in the light of experience. Information provided by a district employee, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

2.9 *Parent/Student Involvement Program* – The parent and athlete will successfully complete three classes of substance abuse education/counseling from an outside agency approved by the school.

3. Participation and Procedures:

3.1 *Illegal drug* use is incompatible with participation in athletics on behalf of the Claremore School district. For the safety, health, and wellbeing of the student athletes of the District, this policy has been adopted for use by all participating student athletes at the 9th through 12th grade level. Any student found having used illegal drugs by the drug use test would be considered to have violated this policy.

3.2 Each student athlete shall be provided with a copy of the "Student Athlete Drug Testing Policy".

The “Student Athlete Contract and Consent for Drug use Testing” shall be read, signed, and dated by the student athlete, parent or custodial guardian, and coach/sponsor before such student athlete shall be eligible to practice or participate in any athletics. **NO STUDENT SHALL BE ALLOWED TO PRACTICE OR PARTICIPATE IN ATHLETICS UNLESS THE STUDENT HAS RETURNED THE PROPERLY SIGNED CONTRACT/CONSENT. NO STUDENT WILL BE ALLOWED TO PRACTICE OR PARTICIPATE UNTIL RESULTS FROM BASELINE DRUG TEST ARE RECEIVED.**

3.3 The consent for drug use testing shall be to provide a urine sample, at the baseline test then as chosen by the random selection basis, and at any time requested based on reasonable suspicion.

3.4 Drug use testing for student athletes will be done during baseline testing and on a random selection basis at least, but not limited to, monthly. A drug screening company will determine all student names to be drawn at random to provide a urine sample for drug use testing.

3.5 Any student athlete may be required to submit to a drug use test for illegal or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, school nurse, or coach of the student athlete.

3.6 The Claremore School district will set a fee that will be collected from each student at the baseline testing date.

3.7 Any drug test required by the Claremore School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Claremore School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

3.8 All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student athletes to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind an unlocked stall/door and an adult monitor of the same sex as the student athlete will be present. The monitor may observe the student while the specimen is being produced and will be present to listen for normal sounds of urination in order to guard against tampered specimens and insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that student athlete is tampering with the specimen, the monitor may stop the procedure and inform the athletic director. They will then determine if and when a new sample should be obtained. The student will report any medication he/she has taken in the preceding thirty (30) days. The medication list will be documented and submitted to the lab in a sealed and confidential bag. Any student assisting the athlete in tampering with the specimen will be subject to disciplinary action by the administration.

3.9 If the initial drug test is positive, the initial test will be subject to confirmation by a second and different rest of the same specimen. The second test will use the gas chromatography/mass spectrometry technique.

A specimen shall not be reported positive unless the second test, utilizing the gas chromatography/mass spectrometry procedure, is positive for the presence of an illegal drug or the metabolites thereof. The laboratory shall preserve the unused portion of a specimen that tested positive for a period of six (6) months.

3.10 If the drug use test from any student athlete has a positive result, the laboratory will contact the Athletic Director, the student athlete, the head coach, and the parent or custodial guardian of the student athlete and schedule a conference. At the conference, the athletic director will solicit any explanation of the positive result and ask for doctor prescriptions of any drugs that the student athlete was taking that might have affected the outcome of the drug use test. If the student athlete and his/her parent or custodial guardian desires another test of the remaining portion specimen, arrangements will be made for another test at the same laboratory or at another laboratory that uses scientifically validated toxicological methods. Any such retest shall be at the expense of the student athlete and his/her parent or custodial guardian.

3.11 A student athlete who has been determined by the athletic director to be in violation of this policy shall have the right to appeal the decision to the superintendent of his designee. Such appeal must be lodged with five (5) business days of notice of the initial report of the offense as stated in this policy, during which time the athlete will remain ineligible to participate in athletic activities. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right after the superintendent's decision and his decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final.

3.12 Before a student athlete who has tested positive in a drug use test may rejoin his/her athletic activity after a first or second offense, such student athlete may be required to undergo one or more additional drug use tests to determine whether the student athlete is no longer using illegal or performance-enhancing drugs. The Claremore School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use test in determining whether a positive result in the additional drug use test was produced by illegal or performance-enhancing drugs used by the student athlete before the offense or by more recent use.

4. Violation

First Offense

4.1 Any student athlete who is determined by the drug test to have violated this Policy shall be subject to the loss of their privilege to participate in athletics.

4.2 For the first offense: An athlete will be suspended from participation in all scheduled athletic activities (including all meetings, practice, performances, and games/competitions) for 30 days. However, the 30 days may be reduced to 15 days if the student and parent choose to participate in the Parent/Student Involvement Program. The suspension will start the first day following the parent conference or if not in season the first

day of practice. Such suspension will extend into a succeeding athletic season if necessary to fulfill the suspension will extend into a succeeding athletic season if necessary to fulfill the suspension. During the athletic period, for these 30 (15) days, the athlete will report to the athletic study hall or area designated by the principal. *In addition* the athlete will immediately be required to miss a minimum of 20% of the OSSAA sanctioned regular season competitions for the current season or upcoming season, whichever applies. The 20% will be based on the number of allowed competitions for each individual sport.

4.3 For the second offense and subsequent offenses in (in the same school year): complete meetings, practices, performances, and competition for eighteen (18) continuous and successive school weeks from the present date of the conference reporting the results of the positive drug use test. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year: the eighteen (18) week suspension from participation in all extra-curricular athletic activities shall come into play only when two (2) offenses are committed in the same school year.

4.4 Self-Referral: A student athlete may self-refer to the Athletic Director, School Nurse, SAPC, or Coach before being notified of an observed Policy violation or requested to submit to a drug use test. A student athlete who self-refers will be allowed to remain active in all athletic activities after the following conditions have been fulfilled: A conference has been held with the student athlete, Athletic Director, School Nurse if necessary, SAPC, Coach and the parent or custodial guardian of the student athlete to discuss the Policy violation; a drug use test is provided that is not positive, and participation commitment by student athlete and parent for three classes of substance abuse education/counseling. A student athlete that self-refers will not be subject to suspension, however, they will be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in Claremore Public School District.

4.5 Second offense and Subsequent Offenses (in the same school year). Complete suspension from participation in all athletic activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the present date of the conference reporting the results of the positive drug use test. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall come into play only when two (2) offenses are committed in the same school year.

5. Refusal to submit to Drug Use Test

5.1 If a student is unable to void at the time of the drug use test, then they will be given one hour. During that hour student athlete will be encouraged to drink fluids in order to aid in filling the bladder. If, after this time frame, the student athlete is unable to produce a specimen, it will be considered a refusal to submit to a drug use test.

5.2 If the student athlete refuses or is unable to submit to a drug use test authorized under this policy, such student shall be ineligible to participate in any athletic activities including all meeting, practices, performances, and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

STUDENTS

Student Residency Policy

The Claremore School District is established for the purpose of serving the educational interests of resident students.

I. Definitions

1. *Residency* - As used in this policy, the terms *residence*, *residency*, and *legal residence* shall mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified in paragraphs III.1. and 1113. below.
2. *Relative within the Fourth Degree* - As used in this policy, the phrase *a relative within the fourth degree* means a blood relative in a direct line of ascension (parent, grandparent, etc.) who is within four generations of the child, or a blood relative in a collateral line of ascension (uncle, aunt, cousin, etc.) who is within four generations of the child, counting both the number of generations up from the child to a common ancestor and the number of generations down from the common ancestor to the relative. The following blood relations are within the fourth degree: parent, grandparent, great grandparent, great great grandparent, uncle, aunt, great uncle, great aunt, niece, nephew, grand niece, grand nephew, brother, sister, and first cousin. Relatives as a result of affinity (marriage) are not considered to be a relative within the fourth degree.
3. *Person having legal custody* - As used in this policy, the phrase *person having legal custody means* a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

Permanent care and custody - As used in this policy, the *phrase permanent care and custody* means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.

II. Policy Statement

1. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian, (3) person having legal custody, or (4) person who is a relative within the fourth degree of the child and who has assumed permanent care and custody of the child holds legal residence.

STUDENTS**Student Residency Policy, continued**
Policy Statement, continued

2. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into any of the four categories listed in paragraph al. above if such adult has assumed permanent care and custody of the child,
3. The Board of Education of the Claremore School District has determined that it is in the best interests of the School District not to allow a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but does not fit into any of the four categories listed in paragraph II.1. above.

M. Procedure for Resolving Residency Disputes

1. The School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the School District will verify that the student is a resident of the School District or is otherwise entitled to attend school in the School District for any reason authorized by law. As a part of this verification process the School District will obtain an address from each student or the student's parent, guardian, or person having the care and custody of the child. This address cannot be a post office box. In providing an address on the enrollment form to the School District that is within the School District's boundaries, the student and student's parent, guardian, or person having the care and custody of The child represent that this address is the student's residence. If the student is under the care of someone other than the parent(s), the School District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody, and control of the student, and any other information deemed relevant by the School District,
2. If at any time an administrator of the School District has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having the care and custody of the child that there is a question regarding the legal residency of the student. The student's parent, guardian, or person having the care and custody of the child shall be given an opportunity to submit information regarding the student's residency to the School District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

STUDENTS**Student Residency Policy, continued****Procedure for Resolving Residency Disputes, continued**

3. Information or documentation to prove student residency in the School District shall include but not be limited to proof of provisions of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts, and any other source of proof which is not in conflict with statutory provisions relating to the residence of students.
4. Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the School District's Board of Education pursuant to the following procedures:
 - A. The student's parent, guardian, or person having the care and custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial of admittance, or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
 - B. **The Residency Officer must render a decision and notify the student's parent, guardian, or person having the care and custody of the child of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.**
 - C. **In the event the student's parent, guardian, or person having the care and custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his/her findings and all documents reviewed to the Board of Education. The Board of Education of the District will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next Board meeting. The decision of the Board of Education shall be the final administrative decision.**
 - D. **In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.**

STUDENTS**Student Residency Policy, continued****IV. Miscellaneous Policy Provisions**

1. Hearings involving more than one student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Board of Education, be consolidated.
2. In the event the residency dispute involves an 18-year old student, all notices will be delivered to the student because at 18 the student ceases to be a minor.
3. If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having the care and custody of the child has filed an appeal in the manner and within the time permitted by this policy.
4. The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact
5. The Resident Officer of the School District is the Superintendent or his/her designee.
6. The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District. For any period during which a student is enrolled in the School District, but is not a resident of the School District, the School District may charge tuition if it is established that the student's parent, guardian, or person having the care and custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The School District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.

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

STUDENTS

Student Residency Policy, continued

Miscellaneous Policy Provisions, continued

9. A copy of this policy shall be given to the student's parent, guardian, or person having the care and custody of the child as soon as possible following the inception of any residency dispute.

Adopted this 9th day of September , 19 96 .

FAMILY RELATIONSHIPS TO THE FOURTH DEGREE

Parent (1)
Grandparent (2)
Great Grandparent (3)
Great Great Grandparent (4)
Child (1)
Grandchild (2)
Great Grandchild (3)
Great Great Grandchild (4)
Sister (2)
Brother (2)
Aunt (3)
Uncle (3)
Niece (3)
Nephew (3)
Great Aunt (4)
Great Uncle (4)
Grand Niece (4)
Grand Nephew (4)
First Cousin (4)

STUDENTS

Student Search Policy

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Such property would include but not be limited to school bags, purses, and vehicles. Designated representatives* of Claremore Public Schools have the authority to detain and search or authorize the search of any Claremore student or property on the possession of the student under the following circumstances:

- A. Student is on school premises.
- B. Student is in transit under the authority of the school.
- C. Student is attending any school-sponsored or school-authorized function.

The search would be as follows:

- A. Held in a place as private as practical.
- B. Conducted by a school representative of the same gender as the person to be searched.
- C. Conducted before an adult witness.
- D. Conducted so that only cold weather outerwear is removed for the person searched.
- E. Conducted so that if additional clothing needs to be removed, legal authorities and/or a search warrant is obtained. (Under no circumstances will a strip search be conducted by a Claremore Public School representative.)

The search will be documented by a written statement including:

- A. Reason for search.
- B. Date and time of search.
- C. Location of search.
- D. Signature of witness.
- E. Brief explanation of contraband found.
- F. Signature of school representative conducting the search.

The school representative conducting the search may preserve any weapons, illegal substances, missing or stolen property, or other contraband found.

**Designated representatives include administrators and counselors, and sponsors and coaches when access to administrators or counselors is not practical. From School Law of Oklahoma, 1988 (70-24-102)*

STUDENTS

Suspected Child Abuse Reporting Policy

PROCEDURES FOR DOCUMENTING AND REPORTING CHILD ABUSE, NEGLECT AND EXPLOITATION: REPORTING AND INVESTIGATION

In accordance with Oklahoma law, a teacher/any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511.

Claremore Public Schools fully supports this requirement and has established this policy to facilitate such reporting. Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student under the age of 18 to the Department of Human Services by telephone using the statewide DHS hotline number — 1-800-522-3511. The employee making the report shall also inform his/her immediate supervisor about the report using the CPS Policy Form #S-007. The supervisor shall advise the superintendent or designee that a report was made. After confirming that a report was made to DHS using the statewide DHS hotline number, as is specifically required by law, the building principal, in consultation with the superintendent, shall contact local law enforcement regarding making an additional report of the issue. The building principal and superintendent or designee shall likewise confirm (via copy of the report) that a report to DHS using the DHS hotline number -- 1-800-522-3511 — was made by the staff member who suspected child abuse or neglect.

Every teacher, support person, or other employee of this school district who has reason to believe that a student 18 years or older is a victim of abuse or neglect shall immediately report to local law enforcement.

Child abuse and neglect that must be reported can include, but are not limited to, the following: child abuse; sexual abuse/exploitation; contributing to the delinquency of a minor; trafficking; incest; forcible sodomy; taking or enticing a child away; involving a minor in participation of distribution of child pornography; facilitating, encouraging, offering or soliciting sexual conduct with a minor; causing, inducing, persuading, or encouraging a minor to engage in or securing a minor for prostitution or any other lewd or indecent act; rape; making any oral, written or electronically or computer-generated lewd/indecent proposals to a minor under the age of 16.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

STUDENTS

Suspected Child Abuse Reporting Policy

Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

In cases where a report to DHS has been made, the following shall apply:

1. If physical indicators are present, the school nurse should review and document bruises, scratches, marks, etc.
2. Following a report to DHS, if a child is fearful regarding going home, the counselor or designee will contact law enforcement and/or the BPS School Resource Officer to determine whether the child will be transported for further investigation.
3. The school shall not contact the parent, guardian, or other person responsible for the child's health or welfare prior to or following the interview for a report of abuse, unless permission for parent contact is provided by DHS or law enforcement authorities.

STUDENTS**Suspension, In-House, Secondary****Goal**

To initiate and maintain a program which would serve educators in both the Claremore High School and the Will Rogers Junior High School in an effort to:

1. Provide an alternative, disciplinary action other than short-term suspension for students with mild offenses;
2. Separate disciplined students temporarily from their peers while allowing them the opportunity to make up class assignments; and,
3. Attempt the modification of deviant student

behavior. Assignment

Assignments to in-house suspension will be made by the high school assistant principal or junior high school principal. Each student and his/her parents will be required to sign a student-contract agreement. The length of each student's assignment will be determined by the principals, but the length of stay will be determined by the in-house suspension supervisor (dependent upon student behavior, tardiness, and/or absenteeism).

Grading Procedures

The classroom teachers will prepare written lesson assignments for each student assigned to in-house suspension and will grade these assignments upon return of the student to his/her regular classroom schedule. If any special books or materials are needed in order to complete assignments, they should be furnished by the classroom teacher.

Students who comply with in-house suspension rules and responsibilities will not be counted absent from any of their regular classes and will receive full credit for all work completed during time spent at in-house suspension.

Rules and Student Responsibilities

Students will report to the THS room as designated by each building policy.

Students are to arrive at MS with pencils, paper, and appropriate books and materials. Assignments will be sent to the In-House Suspension instructor by the classroom teacher. All assigned work must be completed before students are released from IHS.

STUDENTS**Suspension, In-House, Secondary, continued**
Rules and Student Responsibilities, continued

If students should complete assigned work before all of their HIS time has been served, more work will be assigned by the classroom teacher.

Students are **not allowed**:

- a. to talk to other students (except during lunch break);
- b. to talk to the IHS supervisor without permission;
- c. to smoke or chew gum;
- d. to leave their seats without permission;
- e. to leave the building during NS; or,
- f. to have visitors or phone calls.

Students may bring a sack lunch or order lunch from the cafeteria each day.

There will be no breaks during the school day except for restroom breaks that will be at the discretion of the IHS supervisor.

Students must provide their own transportation to and from the IHS building each day.

Tardiness is absolutely not permitted.

- a. First tardy--one (1) additional day in IHS;
- b. Second tardy--two (2) additional days in HIS; and
- c. Third tardy--suspension to home (unexcused absences/no make-up work)

If a student is absent from IHS, the Assistant Principal or the In-House Instructor must be contacted by phone by the student's parents. (ABSOLUTELY no notes or student phone calls will be accepted.) If the absence is unexcused:

- a. First absence--two (2) additional days in IHS
- b. Second absence--suspension at home (unexcused absences/no make-up work).

Students who comply with IHS rules and responsibilities will not be counted absent from any of their regular classes.

Students who violate the rules of the EIS Program will be suspended to home until dispensation can be determined through parental conference with the administration.

STUDENTS**Tardy, Secondary**

There is a five-minute period between classes. Students are tardy if they are not inside the classroom when the bell rings. For the first period only, a student will be granted one tardy for which no penalty will be assigned. Calculation will start at zero (0) for each block. A student who is tardy to more than one class in a day will be assigned to Encore for the first tardy and to the next available Encore for the additional tardy.

Tardy 1 and 2 = Encore

Tardy 3 = Encore and D-Hall

Tardy 4 and more = Encore and In-House Detention

A tardy becomes an absence when a student misses more than fifteen minutes of a class period regardless of when the time missed occurs. Example: If the student leaves more than fifteen minutes before class is over, it is an absence. No deals.

STUDENTS

Terms and Definitions, Secondary

BLOCK: One nine week period of instruction at the end of which one half (1/2) credit is awarded. (equal to credit received for a traditional semester)

TERM: A two block period of instruction—traditionally referred to as a "semester." The school year is divided into two "Terms." Term one consists of blocks one and two. Term two consists of blocks three and four.

ENCORE: A non-structured period of time (25 minutes) just before lunch which is to be utilized for tutoring, remediation, make-up, etc. Students not required or wishing not to attend are allowed to have a long lunch.

STUDENTS

Testing Reading Proficiency for Driver's License

Students failing to meet the proficiency grade level on the reading portion of the 8th grade CRT will be given the STAR reading test as an alternative test for proficiency.

Students failing the retest may schedule retesting through the Special Services office at a cost of \$25 per test. Testing dates will be posted at Special Services office and fees will be paid at the time of testing.

Students not enrolled in Claremore Public Schools may schedule to take the STAR reading test through the Special Services Department and will be charged a testing fee of \$25 for each test.

STUDENTS**Timeout, Elementary**

A "timeout" area has been established to help re-mediate student behavior. When a teacher has made several attempts to improve a child's behavior and it is evident the child is not willing to change or has become frustrated, the teacher may send the child to the "timeout" room. A qualified individual will be assigned to be in charge of this program.

In the "timeout" room the student will be given the opportunity to discharge his anger in appropriate ways with support from the "timeout" staff. To be permitted back in class, the student, with assistance from the "timeout" staff, will identify the problem as he/she sees it and record it on the behavior report form he/she brought from the regular teacher. The student will also record his/her ideas for solving the problem behavior in a more acceptable way. There will also be space on the form for the "timeout" staff to comment. A copy of the report will go in the student's behavior file, a copy will go to the regular teacher, and a copy will be sent home to the parent.

STUDENTS**Tobacco, Secondary**

The Board of Education of Claremore City Schools, wishing to discourage the use of tobacco and tobacco products by young people, has adopted a policy prohibiting the use or possession of tobacco or tobacco products by students when on school district property during the normal school day, or when on school buses, or when participating in school-sponsored activities. The policy is effective with the beginning of the 1987-88 school year.

If a student is found in possession of cigarettes, cigarette paper, snuff, chewing tobacco, or any other form of tobacco products, the student will be required to forfeit the tobacco product. In addition, he/she will be required to spend one hour after school detention per offense.

Section 759 of the **School Laws of Oklahoma** is made a part of the policy.

Section 759. Refusal of Minor to Furnish Information Concerning Acquisition of Cigarettes, Cigarette Papers, Cigars, Snuff, Chewing Tobacco, or Other Tobacco Products.

Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding Five Dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper (21-2341).

STUDENTS**Transfers - County**

Claremore School District No. 1-1 will approve new transfers for grades Kindergarten through Grade 12 based on the following criteria:

1. Space available as determined by the Claremore administration.
2. Children of employees of Claremore Independent School District #1 will be approved unless the student has been suspended or removed from attendance in Claremore Schools at any time during the prior school year.
3. Students who are entering kindergarten who have an older brother or sister who has been in continuous attendance in Claremore Schools will be considered for transfer.
4. Students who move from the District may be granted a transfer subject to administrative approval.
5. Other transfers determined by the Superintendent to be in the best interest of the child and/or the school.

Transfers of students previously transferred will be subject to administrative approval and may be denied by the building principal.

Elementary transfer students will be assigned to a school building based on the space available.

STUDENTS

Transfers — Intra-district

The assignment of students to a school attendance zone shall be made on the basis of residency of students. Boundaries for the various schools may be readjusted from year-to-year in order to comply with class-size requirements. Transfers to a school, other than the designated attendance area will be considered upon request by parent or guardian under the following conditions:

1. The change appears to be in the best interest of the student.
2. Transportation for transferred students is the responsibility of the parent.
3. The change is determined to be in the best interest of the school district.
4. Space is available in the desired school.
5. The request has been made before March 1 for the following school year. (Except in the case of the change of residence within the district after the posted date).
6. Documentation of the stated reason is provided.
7. Transfers may be reviewed on an annual basis and may be revoked when:
 - The basis for the transfer no longer exists.
 - The transfer does not appear to be in the best interest of the student, or
 - The transfer is not in the best interest of the school district.

The superintendent will make the final determination on intra-district transfer requests.

The following criteria, or reason, will be considered for transfer requests:

1. A student requires a course of study not offered at the school.
2. A student has an emotional or medical condition which would be adversely affected by a move to another building and the condition is verified by a psychologist's or physician's statement.
3. A change of environment for the student has been recommended by the court, police officer, juvenile court counselor, Department of Human Services counselor, or school administration.
4. An employee wishes to enroll his or her child at the school where employed.
5. A student attending a non-attendance zone school due to class size must attend the home school the following year.
6. A student who moves to a new attendance zone during the year may complete the school year at the previous school, but will need to apply for a transfer next year.

Transfers are granted for one year only and will be reviewed each year.

Transfers may be revoked when the reason for which it was granted no longer exists or it is no longer considered to be in the interest of the student or of the school district.

Transfers may be revoked during the school year for problems arising from poor behavior and poor attendance.

Parents may apply for a transfer at **The Board of Education, 310 N Weenonah Ave.**

STUDENTS

Wellness Policy

The Claremore Public Schools District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year. Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy, which applies to all students, staff and sites in the District, establishes goals and procedures to ensure:

- Students in the District have access to healthy foods available throughout the school campus — in accordance with Federal and state nutrition standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
- Students have opportunities to be physically active before, during and after school.
- Students engage in nutrition and physical activity promotion and other activities that promote student wellness.
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication, and monitoring of the policy and its established goals and objectives.

School Wellness Committee:

The District will utilize the existing Safe and Healthy School Committee that meets at least four times per year to establish goals to oversee school health and safety policies and programs, including development, implementation and periodic review and update of the wellness policy. The committee membership will represent all school levels and include but not be limited to parents, teachers (including PE/health), nurses, counselors, administrators, school board members, health professionals and the general public. The membership is a reflection of the diversity of the community.

The Superintendent of designee will convene the Committee and facilitate development of, updates to the wellness policy, and will ensure site compliance with the policy. The facilitator of the Safe and Healthy School Committee will be the Superintendent or designee. The Committee will be comprised of a site level coordinator who will ensure compliance with the policy at the site level.

Implementation:

The sites may use tools, such as Healthy Schools Program online tools to assist with the implementation of the policy and to provide additional resources that support the wellness policy.

Recordkeeping:

The district will retain records to document compliance with the requirements of the wellness policy in the office of Assistant Superintendent and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- written wellness policy;
- documentation demonstrating compliance with community involvement requirements, including efforts to actively solicit committee membership from the required stakeholder groups and participation in the development, implementation and periodic review and update of the policy;
- documentation of the triennial assessment of the policy for the sites and District; and
- documentation demonstrating compliance with public notification requirements including the manner in which the policy and triennial assessments are made available to the public and efforts to actively notify families about the availability of the policy.

Triennial Progress Assessments:

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's sites are in compliance with the wellness policy.
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information will be the Superintendent or the designee. The Committee, in collaboration with individual sites, will monitor compliance with this policy. The District will actively notify households/families of the availability of the triennial progress report.

Revisions and updating Policy:

The Committee will update or modify the policy based on the results of the triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science information, and technology emerges; and new Federal or state guidance or standards are issues. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communication:

The District is committed to being responsive to community input, which begins with awareness of the policy. The District will actively communicate ways in which representatives of the Committee and others can participate in the development, implementation and periodic review and update of the wellness policy utilizing communication tools, such as electronic messaging, school newsletter, parent handbook, and posting on the district website. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards,

availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and sites are communicating other important school information with parents. The district will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about availability of the annual and triennial reports.

School Meals:

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk, moderate in sodium, low in saturated fat, and zero grams *trans-fat* per serving; and to meet the nutrition needs of school children within their calorie requirements. The school meal program's aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs. All sites participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Fresh Fruit & Vegetable Program (FFVP). The District also operates additional nutrition-related programs and activities including Grab 'n' Go Breakfast.

All sites are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- are accessible to all students;
- are appealing and attractive to children;
- are served in clean and pleasant settings;
- meet or exceed child nutrition requirements established by local, state, and Federal statutes and regulations (District offers reimbursable school meals that meet USDA nutrition standards.); and
- promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom Techniques:
 - ✓ whole fruit options displayed in attractive bowls or baskets
 - ✓ sliced or cut fruit is available daily
 - ✓ daily fruit options are displayed in a location in the line of sight and reach of Students
 - ✓ all available vegetable options are bundled into all grab & go meals available to Students
 - ✓ all staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
 - ✓ white milk is placed in front of other beverages in all coolers
 - ✓ alternative entrée options are highlighted on posters or signs within all service and dining areas
 - ✓ a reimbursable meal can be created in any service area available to students
 - ✓ student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas

Revised Sept.10, 2018

- ✓ student artwork is displayed in the service and/or dining areas
- ✓ daily announcements are used to promote and market menu options

Staff Qualifications and Professional Development:

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements according to USDA professional standards and may refer to the USDA website for training that meets the learning needs identified.

Water:

To promote hydration, free, safe, unflavored water will be available to all student throughout the school day and throughout each school site. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry with them approved water bottles filled with only water throughout the day.

Competitive Goods and Beverages:

The District is committed to ensuring that all foods and beverages available to students on the school campus throughout the school day support healthy eating. The foods and beverages sold and served outside of the school meal program will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforced the development of healthy eating habits. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Celebrations and Rewards:

Foods offered on the school campus will meet or exceed USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties, the District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Parents will be encouraged to bring snacks that meet Smart Snacks nutrition standards.
3. Rewards and incentives
4. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising:

Foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas.

Smart Snack Exemptions to Fundraisers:

On October 17, 2014, the State Board of Education made the following decisions concerning the number of exemptions allowed for fundraisers under the United States Department of Agriculture Smart Snack Rule:

1. Each school site shall designate a Smart Shacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site.
2. Each individual exempt fundraiser, documentation must be kept on file at the school site showing:
 - (a)The school organization, activity, class or other group that benefits from the fundraiser.
 - (b)The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.
3. Number of Fundraiser Exemptions Allowed: **30**
4. By School Organization/School Site/School District: **School Site**
5. Per Semester/Year: **Per Semester**
6. Maximum Length of Time for Each Fundraiser: **14 days**

NOTE: Exempt fundraisers are prohibited from taking place anywhere on school campus while meals under the National School Lunch, School Breakfast, and After School Snack Programs are being served to students—THIS INCLUDES VENDING MACHINES. These recommendations were approved on June 8, 2015, to go into effect August 27, 2015.

Nutrition Promotion:

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques, and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education:

The District aims to teach, model, encourage and support healthy eating by students. Sites will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also integrated into other classroom instruction through subjects, such as math, science, language arts, social sciences, and elective subjects;

- include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- emphasize caloric balance between food intake and energy expenditure;
- link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services
- teach medical literacy with an emphasis on food and beverage marketing; and
- include nutrition education training for teachers and staff.

Essential Healthy Eating Topics in health Education:

The District will include in the health education curriculum the following essential topics on healthy eating:

- the relationship between healthy eating and personal health and disease prevention
- food guidance from MyPlate
- reading and using USDA food labels
- eating a variety of foods every day
- balancing food intake and physical activity
- eating more fruits, vegetables and whole grain products
- choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans fat*
- choosing foods and beverages with little added sugars
- eating more calcium-rich foods
- preparing healthy meals and snacks
- risks of unhealthy weight control practices
- accepting body size differences
- food safety
- importance of water consumption
- importance of eating breakfast
- making healthy choices when eating at restaurants
- eating disorders
- The Dietary Guidelines for Americans
- reducing sodium intake
- social influences on healthy eating, including media, family, peers and culture
- how to find valid information or services related to nutrition and dietary behavior
- how to develop and plan and track progress toward achieving a personal goal to eat healthfully
- resisting peer pressure related to unhealthy dietary behavior
- influencing, supporting, or advocating for other's healthy dietary behavior

Food and Beverage Marketing in Schools:

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed USDA Smart Snacks in School nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food advertising and marketing is defined as oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This includes, but is not limited to the following:

- brand names, trademarks, logos or tags except when placed on a physically present food or beverage product or its container
- displays, such as on vending machine exteriors
- corporate brand , logo, name or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards; or on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered or sold by the District
- advertisements in school publications or school mailings
- free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

Physical Activity:

Children and adolescents should participate in 60 minutes of physical activity every day. Physical activity during the school day (include but not limited to recess, physical activity breaks or physical education). Physical activity will not be withheld as punishment unless alternative ways to discipline have been exhausted. This does not include participation on sports teams that have specific academic or health-related requirements. The District will provide teachers and other school staff with alternative ways to discipline students.

Physical Education:

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education

concepts. All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. All elementary students in each grade should receive physical education for at least 60-89 minutes per week throughout the school year. All secondary students are encouraged to take the equivalent of one academic year of physical education. The District physical education program promotes student physical fitness through individualized fitness and activity assessments and uses criterion-based reporting for students.

Essential Physical Activity Topics in Health Education:

The District includes in the healthy education curriculum the following essential topics on physical activity when student is enrolled in health or physical education:

- the physical, psychological or social benefits of physical activity
- how physical activity can contribute to a healthy weight
- how physical activity can contribute to the academic learning process
- how an inactive lifestyle contributes to chronic disease
- health-related fitness, that is, cardiovascular endurance, muscular endurance and strength, flexibility and body composition
- differences between physical activity, exercise, and fitness
- phases of an exercise session, that is, warmup, workout and cool down
- overcoming barriers to physical activity
- decreasing sedentary activities, such as, TV watching
- preventing injury during physical activity
- weather-related safety, for example, avoiding heatstroke, hypothermia, and sunburn while being physically active
- how much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- developing an individualized physical activity and fitness plan
- monitoring progress toward reaching goals in an individualized physical activity plan
- dangers of using performance-enhancing drugs, such as steroids
- social influences on physical activity, including media, family, peers and culture
- how to find valid information or services related to physical activity and fitness
- how to influence, support or advocate to others to engage in physical activity
- how to resist peer pressure that discourages physical activity

Recess (Elementary):

All elementary schools offer at least 20 minutes of recess on all or most days during the school year. This policy may be waived on early release or late start days. If recess is offered before lunch, sites will have appropriate hand-washing facilities and/or hand sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the site must conduct indoor recess, teacher and staff will follow the

indoor recess guidelines that promote physical activity for students. Recess will complement physical education class.

Physical Activity Breaks (Elementary and Secondary):

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. The District recommends teachers provide short (3-5 minute) physical activity break to students during and between classroom time. These physical activity breaks will complement physical education class, recess and class transition periods.

Active Academics:

The District supports classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities:

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District encourages students to be physically active before and after school through: clubs/organizations, physical activity in extended day program, and varsity sports.

Active Transport:

The District supports active transport to and from school, such as walking and biking. The District encourages this behavior by engaging in the following:

- Designation of safe or preferred routes to school
- Promotional activities, such as participation in National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets and skateboards
- Instruction on walking/bicycling/skateboarding safety provided to students
- Promotion of safe routes for students, staff and parents via newsletter and website
- Crossing guards are used
- Crosswalks exist in streets leading to schools

Other Activities that Promote Student Wellness:

The District integrates wellness activities districtwide, not just in the cafeteria, other food or beverage venues, and physical activity facilities. The District coordinates and integrates initiatives related to physical activity, physical education, nutrition and other wellness components so that all efforts are complementary, not duplicative, and work toward the same set of goals and objectives promoting student well-being, optimal developmental and strong education outcomes.

Sites in the District are encouraged to coordinate content across curricular areas that promote student health. All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and

complementary of the wellness events will adhere to the wellness policy and encourage physical activity opportunities.

Community Partnerships:

The District will develop and/or enhance relationships with community partners in support of the implementation of this wellness policy. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement:

The District will promote to the entire community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed, invited to participate in school-sponsored activities, and will receive information about health promotion efforts, using both electronic and non-electronic methods.

Staff Wellness and Healthy Promotion:

The Safe and Healthy School Committee will focus on staff wellness issues, identifying and disseminating wellness resources, and performing other functions that support staff wellness in coordination with human resources staff. Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies sites will use, as well as specific actions staff members can take, include, posting of events that promote physical activity, forming a walking/running club for staff members, encouraging staff members to walk the track before or after school or during lunch, and participating in district wellness fairs. The District promotes staff member participation in healthy promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning:

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and site. Professional learning will help staff understand the connections between academics and healthy and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

District Contacts:

District Child Nutrition		committee member
District Superintendent or designee		committee member
ES	Assist. Principal	committee member
MS	Assist. Principal	committee member
HS	Athletic Director	committee member

School Organization Fundraiser Form

****All Fundraisers must be approved by the Smart Snack Contact Person before it begins****

The Organization's Sponsor/Teacher must fill out form.

School Site _____

Number of exempt fundraisers per semester at this school site ____
A limit of 30 exempt fundraisers per semester may be held at each school site. _____

Name of Organization _____

Proposed Fundraiser _____

Purpose for the Fundraiser _____

Dates requesting Fundraiser _____

Has the Fundraiser been approved by the sponsoring organization? Yes 0 No 0

Does this fundraiser have food items? *Yes 0 No 0 *If yes, please verify below

1. I certify that my fundraiser will not operate on the school campus during breakfast, lunch, dinner, or when after school snack are being served.
2. I certify my fundraiser will not operate more than fourteen (14) school days.
3. I certify that my organization will provide documentation to the school of the food products sold to the students from midnight to thirty minutes after school ends.

Signature of the Organization's Sponsor: _____

Date _____

Principal Signature of Approval: _____

Date _____

Approval Signature of Smart Snack School Contact Person (if different than Principal); _____

Date