

LEGAL STATUS AND NAME

Minco Public School District (“District”) is an independent school district incorporated according to the laws of the State of Oklahoma. District is a body corporate and possesses the powers of a corporation for public purposes. District may sue and be sued, may be capable of contracting and being contracted with, and holding such real estate and personal property as it may come into possession of and as authorized by law.

District’s legal name is Independent School District No. I-002 of Grady County, Oklahoma. District is commonly referred to as Minco Public Schools.

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis 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 and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Superintendent should be contacted for all student and non-student and/or employment related issues at 405-352-4867 or at 311 S. 6th St., Minco, OK 73059. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-352-4867 or at 311 S. 6th St., Minco, OK 73059. Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Fax: (816) 268-0599
Email: OCR.KansasCity@ed.gov

EDUCATIONAL MISSION AND PHILOSOPHY AND OPERATIONAL GOALS

Mission and Educational Philosophy: The Board embraces its role in educating students and encouraging character development while encouraging learning, productivity, responsibility, success and citizenship. District, through its students, curriculum, staff, facilities, and community, is committed to the success of its students. While academics remain its main focus, the Board recognizes that extracurricular activities are an important part in educational and social development and lead to well-rounded individuals. The District is committed to working together with its community members to ensure that its students are provided ample opportunities to succeed both in and out of the classroom.

Board Operational Goals: The Board believes educational goals and objectives must be established at all grade levels in the school system; however, each teacher must realize that the goals of the total District program are paramount over any individual or group goals established within the District. As a whole, District's objectives shall include:

- Encouraging students to acquire knowledge, skills and attitudes necessary to function effectively in society;
- Recognizing and respecting the individual differences of each student and providing educational opportunities benefiting a variety of needs;
- Teaching students to develop a knowledge and appreciation of the rights and responsibilities that come with being a contributing member to society;
- Teaching character by preparing students to accept responsibility in all endeavors, to know right from wrong and to have high moral and spiritual values;
- Providing opportunities in the academic as well as the vocational field.

Adopted: December 12, 2022

Revised:

BOARD OF EDUCATION

Membership: The Board is the governing body of District and shall consist of five (5) members elected by the school district electors or appointed as provided by law. Each member shall be elected from and reside in District. Members shall serve a term of five (5) years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Any vacancy occurring other than by expiration of term shall be filled by appointment by the Board or, if such appointment is not made, by a special election called as provided by law. Eligibility to be a candidate for a position on the Board shall be determined by law. After election or appointment and prior to beginning their term, members of the Board shall take such oaths of office as are required by law.

Conflicts of Interest: No person shall be elected or appointed to serve on the Board if he or she is related to any other member of the Board or any employee of District in the degree prohibited by law; state law allows for an exception for a substitute teacher and the degree of relation allowed to a Board member. The Board shall not make any contract with any of its members or with any company, individual, or business concern in which any of its members shall be directly or indirectly interested, except as provided by law.

Powers and Duties of Board: The Board shall have all powers and duties expressly set forth in the laws of the State of Oklahoma, those powers implied by law, and those powers necessary to carry out the duties imposed on it. The Board shall be responsible for the development of policy as guidelines for the administration of District and shall be responsible for the adoption of a budget appropriate for District's goals.

Authority of Board: All of the powers of the Board lie in its action as a group; therefore, individual Board members exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board. No individual member of the Board, including the President, shall have the power and/or the authority to act individually on behalf of the District or to bind the District unless the Board, pursuant to a vote, has delegated such authority to the individual Board member. The District's employees and the public at large shall take notice that the District can only be bound by Board action or through authority specifically delegated by the Board.

Board Committees: The Board functions at regular and special meetings of the Board as a committee of the whole. In addition, the Board President may appoint standing committees who shall advise the rest of the Board. Committees shall meet from time to time to consider matters in more specific detail and understanding than can normally be considered during the proceedings of a Board meeting.

Election and Duties of Officers:

A. Election of President and Vice President: At the first regular, special, or emergency meeting following the annual school election and certification of election of new members, the Board shall elect from its membership a president and a vice president, each of whom shall serve for a term of one (1) year or until a successor is elected and qualified.

B. Election of Board Clerk: The Board may also elect from its members a Board Clerk and, in its discretion, a Deputy Board Clerk. The Board Clerk and the Deputy Board Clerk, if elected, shall hold office during the pleasure of the Board. If the Board elects a Board Clerk who is not a member of the Board, the Board Clerk may also be employed as the Encumbrance Clerk and/or the Minute Clerk. No superintendent, principal, treasurer, assistant treasurer, instructor, or teacher employed by the Board may be elected to serve as Board Clerk, Deputy Board Clerk, Encumbrance Clerk, or Minute Clerk except that a treasurer or assistant treasurer may serve as a Minute Clerk.. The Deputy Board Clerk may perform any duties and exercise any of the powers of the Board Clerk.

C. Duties of the Officers: The duties of these officers of the Board are as follows:

1. President: It shall be the duty of the President to preside over all meetings of the Board, to sign all warrants ordered drawn by the Board upon the school treasury for disbursement of school funds, to make appointments to committees as is necessary, serve as spokesman for the Board, and to perform such other duties delegated by the Board or as required by law.

2. Vice President: It shall be the duty of the Vice President to perform the duties of the President in case of the absence or disability of the President.

3. Clerk: It shall be the duty of the Board Clerk to countersign all warrants drawn upon the treasury by the Board, to attest in writing all deeds, contracts, reports, and other instruments which are to be executed by the Board, and to perform such other duties as the Board may require.

Education for Board Members: All Board Members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise. As required by law, Board members shall complete the necessary hours of instruction on education issues. If a Board member fails to complete the required hours of education within the time allowed, the Board shall declare the position vacant and fill the vacancy according to law. In addition, the failure to comply with the continuing education requirements of the law shall result in the Board member being ineligible for reelection or reappointment.

Board Vacancies: District's Board shall determine if and when a vacancy occurs on the Board. Such vacancy shall be filled by appointment within 60 days, and the appointee shall serve until the next regular election. If no one is appointed, a special election shall be held and the elected member shall fill the unexpired term. Each Board Member is expected to attend all Board meetings.

Code of Ethics and Conduct: The Board will be guided by the following Code of Ethics and Conduct which shall be reviewed and acknowledged by each member each fiscal year:

As a member of the Board I will:

1. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;
2. Ensure that I am fulfilling my duty to maintain the financial integrity of the District;
3. Strive to improve boardsmanship by studying educational issues and participating in Board training opportunities;
4. Respect and obey the laws of the State of Oklahoma and the United States, working to bring about desired changes through policies adopted by the Board and through legal and ethical procedures;
5. Formulate legislative goals, policies, and strategic plans for the District, delegating to administrators the administrative functions of the District;
6. Recognize that I, as an individual Board member, have no legal authority outside the meeting of the Board and will take no private action that will compromise the Board or administration;
7. Refrain from local Board actions that would substantially interfere with or injure the program of education elsewhere;
8. Make every effort to be prepared, punctual, and in attendance at every Board meeting;
9. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);
10. Encourage the free expression of opinion by all Board members and staff, seeking systematic communications between board members and the public inside and outside the District;
11. Be committed to promoting a cooperative atmosphere in order for the Board to effectively serve the students;
12. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership; and
13. Refrain from using my Board position for personal or partisan gain.

Adopted: December 12, 2022

Revised:

MINCO PUBLIC SCHOOLS: DISTRICT REGULATION

AD-R**OATH OF OFFICE**

Each member of District's Board of Education and the treasurer and assistant treasurer shall take and subscribe the following oath: I, _____ (name of officer), hereby declare under oath that I will faithfully perform the duties of _____ (name of position) on the Minco Board of Education, District No. I-002, to the best of my ability and that I will faithfully discharge all the duties pertaining to said office and obey the Constitution and laws of the United States of America and the State of Oklahoma.

DISTRICT OFFICIALS AND PROFESSIONAL SERVICE PROVIDERS

Superintendent: The Superintendent shall be the chief executive officer of the Board and shall be the administrative head of District. The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge such responsibility to other District officials and shall develop such procedures, regulations, and handbooks as deemed necessary to ensure efficient operation of the schools.

The Board will extend to the Superintendent full responsibility for implementation of Board policy decisions. The Superintendent will keep the Board informed about school operations and will notify Board members as promptly as possible of any happening of an emergency nature which occurs in District.

The Superintendent shall provide a surety bond in the sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law or set by the State Board of Education, and District may pay the premium for such bond.

Encumbrance Clerk and Minute Clerk: As required by law, the Board shall appoint and employ an Encumbrance Clerk and a Minute Clerk or may employ one (1) person to perform both functions. The Board may not employ a board member, a superintendent, a principal, an instructor, or a teacher as either the Encumbrance Clerk or the Minute Clerk. The Encumbrance Clerk shall keep the books and the documents of District and shall perform such other duties as the Board may require. The Minute Clerk shall keep an accurate account of all proceedings of the Board, notify all members of meetings of the Board, assume responsibility for District records, and perform such other duties as the Board may require. The Board may also employ a Deputy Minute Clerk. The Encumbrance Clerk, the Minute Clerk, and the Deputy Minute Clerk, if any, shall each provide a bond of not less than One Thousand Dollars (\$1,000.00) with sureties approved by the Board which bonds are conditioned upon the faithful performance of their duties. If the functions of Minute Clerk and Encumbrance Clerk are performed by the same person, only one (1) bond shall be required. The District may pay the premium for such bond(s).

Treasurer: The Board may appoint and employ a Treasurer and/or an Assistant Treasurer to serve at the discretion of the Board. The Treasurer and/or Assistant Treasurer shall be responsible for the funds of District and shall not pay out any District funds except upon District warrants issued by the Board and signed by the President and Board Clerk. The Treasurer and/or Assistant Treasurer shall submit monthly written reports regarding the finances of District to the Board at its monthly meeting. The Treasurer and/or Assistant Treasurer shall provide a surety bond in the sum not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law of set by the State Board of Education, and District may pay the premium for such bond.

Clerk of the Board:

1. It shall be the duty of the Clerk of the Board to attend all Regular and Special Meetings of the Board and to countersign all warrants for School District monies drawn upon the Treasurer by the Board; and perform other such duties as the Board may direct.
2. The Clerk shall, prior to meetings, inspect and review all warrants to be approved by the Board. Such review with the business manager shall include requisitions, requests for purchase orders, and all documentation relating to statutory payment.
3. The Clerk shall, in addition to performing other duties specifically imposed upon him by the School District code, cooperate with the Superintendent, the Board Treasurer, the Minutes Clerk, and the Encumbrance Clerk in the management of the business affairs of the District, and in all areas of business policy and administrative practices.
4. The Clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of Education.
5. The Clerk shall furnish whenever requested, any and all reports concerning the School District affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
6. The Clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the Board of such School District for a period of longer than five (5) years.
7. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the District's technology department for including the filings on the District's website.

Independent Auditor: The Board shall engage an independent auditor to conduct an annual audit as required by law and may utilize the services of such auditor to assist the Board in preparing District's budgets and such other financial reports as may be required or requested. Such auditor shall be qualified as provided by law.

Legal Counsel: The Board may engage legal counsel to provide professional services to District in such manner as the Board, the Superintendent, and/or other designated administrators may direct.

Architects and Engineers: The Board may engage architects and engineers to provide professional services when required by law and/or when deemed necessary.

Consultants: Upon its own volition or upon the recommendation of the Superintendent, the Board may engage such consultants as deemed necessary and appropriate for the operation of District and as allowed by law.

Adopted: December 12, 2022

Revised:

BOARD MEETINGS

Meetings: Meetings of the board shall be held in an orderly, professional manner. Robert's Rules of Order shall be used to conduct business of the board unless otherwise stated.

Regular Meetings: Regular meetings of the Board shall be held on the second Monday of each month at 6:00 P.M. in the Minco High School Media Room at 701 SW 3rd Street, Minco, Oklahoma 73059, unless otherwise scheduled.

Special Meetings: A special meeting may be called by the Superintendent or by the Board President as authorized by law. Business transacted at any special meeting shall be limited to that permitted by law.

Emergency Meetings: Emergency meetings of the Board may be called by the Superintendent or by the Board President as permitted by law.

Notice of Meetings: Notice of all meetings shall be given as required by law.

Agenda: As executive officer of the Board, the Superintendent, in consultation with the President, and appropriate members of the staff, is responsible for the preparation of the agenda for Board meetings. The agenda shall be posted in a prominent public view as required by law. Items requested by Board members for inclusion on the agenda will be placed on the appropriate agenda unless the Board President removes the item from consideration. All matters to be discussed at a meeting must be listed on the agenda for the meeting, including proposals for executive session.

The finalized, approved agenda for all meetings shall be prepared by the Superintendent in accordance with the law and distributed to each Board member with any supporting material prior to any regular Board meeting. In addition, a copy of the agenda and any information which is not confidential shall be made available electronically for any employee bargaining representatives.

Information on Website: District shall make information regarding its meetings and agendas available on its Website as required by law.

Quorum and Voting: A majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is not present when the meeting is called to order, the only action that the members may take is to continue the meeting to another date and/or time. Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All

motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a “no” vote for purposes of determining a majority vote.

Minutes: The Minutes Clerk shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. Those members present and absent and all matters considered by the Board;
2. In the case of an emergency meeting, the nature of the emergency and the proceedings occurring in such meeting, including the reasons for declaring an emergency meeting;
3. A record of all actions taken by the Board, with the vote of each member recorded;
4. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
5. A record of the disposition of all matters which the Board considered but on which the Board did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Minute Clerk. The Minute Clerk shall make them available to interested persons upon request according to District’s Open Records Policy.

Executive Sessions: Executive sessions, which are closed to the public, may be held as prescribed by law. The fact that an executive session was held and the purpose for which it was held shall be recorded in the minutes; however, the discussions held in executive session shall be confidential and shall not be made public. The Superintendent shall attend all executive sessions, unless the Board President shall determine otherwise. The Board President may also invite other persons to attend an executive session or a portion of an executive session. No official action may be taken while the Board is in executive session.

Electronic Recording: All meetings of the Board may be electronically recorded in order to assist the Minute Clerk in preparing the official minutes of a Board meeting. Any recordings of Board meetings shall be retained until the Board has approved the minutes. Recordings of Board meetings may be requested according to District’s Open Records policy.

Public Decorum at Board Meetings: In order that Board meetings operate smoothly and without disruption, the following guidelines shall be followed:

1. Members of the audience shall not interrupt any person who has been recognized as having the floor by the Board President.

2. Members of the audience or persons attending Board meetings shall not display or place any banners or signs in the room where the Board meeting is to be held.
3. Persons who cause a disruption or disturbance of a Board meeting shall be warned once by the Board President that such disruption or disturbance may result in eviction from the Board meeting. If the person continues such disruption or disturbance, the Board President may contact the appropriate law enforcement agency and request that the person be removed from the Board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if District decides to pursue such charges.

Public Participation at Board Meetings: The purpose of a Board meeting is for the Board to conduct District's business and to deliberate and act upon matters before the Board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held. Members of the public shall not be recognized while the Board is conducting its official business.

Public participation time will be available at all regular meetings. Persons may complete the required form and request to address the Board during the Public Comment section of the agenda so long so such request is made more twenty-four hours prior to the posting of the agenda. If the request to address the Board is approved, each person or group addressing the Board shall be allowed three (3) minutes to address the Board on matters/items which are listed on the agenda. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. The Board President will recognize speakers, maintain proper order, and comply with time limits.

Persons addressing the Board shall not be permitted to engage in defamatory conduct and shall not engage in disruptive behavior. The Board will not tolerate personal attacks on members of the Board, the administrative staff, or any employee.

Board members and District's administrative staff are not required to respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly on the agenda as an action item or is properly considered new business as defined by law.

DISTRICT POLICIES

Policy Development: The Board shall determine District policies for the general operation of the District. The Superintendent shall be responsible for the implementation of these policies and for developing and implementing administrative regulations. The Board shall update, amend, delete, and add policies as necessary to comply with changes in the law and to meet the needs of District and its students. Suggestions and proposals for policy development should be communicated to the Superintendent.

Policy Adoption: Proposed policies shall be in writing and distributed to the Board. The Board may review, discuss, and/or take action on proposed policies at any meeting. All policy proposals shall be properly titled and shall be coded in accordance with the codification system used in the policy manual. Any policies which are adopted shall be attached to and made a part of the minutes of the meeting at which they are adopted. Upon adoption, policies and amendments to policies shall be effective immediately unless a specific effective date is provided. When circumstances require, the Board may waive the above procedures for adoption and may take immediate action to adopt, delete, or revise any policy.

Administrative Regulations and Handbooks: The Superintendent may develop, implement, and maintain necessary Administrative Regulations, Employee Handbooks, and/or Student Handbooks. Prior to implementing an Administrative Regulation or Handbook, the Superintendent shall distribute copies to the Board. By following District policy regarding items on an agenda, an item may be placed on an agenda for the Board to review an Administrative Regulation or Handbook and possibly to direct the Superintendent, by majority vote, to amend or to withdraw such Administrative Regulation or Handbook.

Policy and Regulation Review and Dissemination: The Superintendent shall establish and maintain a procedure for preserving and making accessible all policies and administrative regulations. All policy and regulation manuals distributed shall remain the property of the District and shall be subject to recall for updating or for any other reason. District's policies and regulations shall be considered public records and shall be open for inspection at the District's administration building. The Superintendent shall periodically review all policies and regulations, shall make proposals for amendments, additions, and deletions of policies as necessary, and shall amend, add, or delete administrative regulations as necessary. The Superintendent may develop and disseminate employee and student handbooks setting forth appropriate policies and administrative regulations to the extent that they are deemed necessary and shall provide copies of all handbooks to the Board.

Administration in Absence of Policy or Regulation: When there is no policy, regulation, or Board guidance regarding a matter, the Superintendent shall have the discretion to act appropriately in accordance with law, established educational practices, and in the best interests of District.

Suspension of Policy: The Board may suspend the operation of any policy or section of policy that is not required by law or contract upon a vote of a majority of the Board members.

COMMUNICATIONS WITH BOARD

Presenting Concerns To Board: Unless otherwise provided in an applicable complaint or grievance procedure, any person who has a complaint regarding District shall present the complaint to the Superintendent in writing. If a Board member receives a complaint from a person, the complaint should be forwarded to the Superintendent in order for the Superintendent to review and evaluate the complaint. The Superintendent shall review the complaint and determine if the complaint shall be presented to the Board. If the complaint is to be presented to the Board, the Superintendent shall notify the person bringing the complaint of the date, time, and place of the meeting at which the complaint is to be discussed and shall prepare an appropriate agenda item for such discussion and any possible action. Employee and/or student complaints should follow applicable complaint and/or grievance procedures. (See, *i.e.*, Policy BH - Sexual Harassment; Policy BI - Civil Rights; Policy DF - Employee Grievances, Policy EK - Suspension Appeal).

Board-Staff Communications: Except as provided in any grievance procedure, or otherwise provided in Board policy or Administrative Regulation, all communications and/or reports to the Board from employees shall be submitted to the Board through the Superintendent.

District employees are also encouraged to attend Board meetings but shall not be afforded the opportunity to address the Board at Board meetings on matters of a personal nature relating to their employment, unless such right is otherwise granted by law, District policy, or Administrative Regulation.

Resolving School Related Conflicts: District believes that it operates most efficiently when individual situations are resolved at the lowest level of administration possible. Therefore, the Board requests that problems which parents or students have with an individual teacher or classroom situation be taken to the teacher for resolution first. If that is unsuccessful the parent or guardian of the student should contact the school principal. If there is no resolution, the problem should be taken to the Superintendent. If no resolution can be reached, the parent or guardian may request to be heard by the Board at a board meeting.

DISTRICT ADMINISTRATION

Purpose: The general purpose of the District's administration shall be to manage the District's various departments, units, and programs, to provide professional advice and counsel to the Board, and to implement the District's mission and philosophy.

Authority: The Superintendent and other administrators shall have the responsibility and the authority necessary to fulfill their respective administrative assignments, in accordance with law.

Organizational Plan: The Superintendent shall develop and maintain lines of authority within the District's staff for purposes of communication, delegation, and accountability. The Superintendent shall develop and maintain an organizational chart which shall delineate lines of authority within the District.

District Insurance: The Superintendent shall annually review or cause to be reviewed the District's insurance coverage and shall recommend to the Board appropriate insurance coverage for the District. As authorized by law and deemed necessary, the District shall purchase and maintain appropriate insurance coverage for District property and other possible losses to the extent practicable.

Fund Raising in District: District may conduct District-wide fund raising for charities and non-profit entities when such fund raisers, the handling of funds raised, and other related matters are approved by the Board.

Any funds raised for the District through Grants or Go Fund Me campaigns must be approved by the Administration prior to their initiation.

Open Records: District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy student records shall conform with District policy and Administrative Regulations governing student records and applicable state and federal laws. In order to inspect or to copy District records, a completed Public Record Access Request form must be submitted to the Superintendent or the Superintendent's designee. Fees for searching and for copying may be assessed as follows:

1. Searching - \$25.00 per hour
2. Copying - \$.25 per page

Payment shall be made in advance. Upon receipt of a completed Public Record Access Request form and the fees to be charged, the District shall provide the information within a reasonable time of receipt of the request and/or the payment of the required fees.

DISTRICT PROPERTY, FACILITIES, AND EQUIPMENT

Management: The care, custody, and safekeeping of all District property, buildings, and grounds shall be the general responsibility of the Superintendent along with custodial staff. Each employee of District shall utilize reasonable means to preserve and maintain District's buildings, facilities, grounds, furniture, and equipment in good condition and to protect such items from loss. Employees should use reasonable measures to conserve energy and reduce operating costs. Each teacher shall be responsible for accounting for equipment used by the teacher.

Facilities Planning: The Board shall develop and implement facility plans for District that will meet the present and future educational requirements of District. Construction of new buildings and renovation of existing buildings shall be in accordance with the facility plans established by the Board. The Superintendent shall be responsible for reviewing, analyzing, and recommending present and future facility needs to the Board.

Use of Facilities and/or Equipment: The primary use of District facilities and/or equipment shall be for District's educational and extra-curricular programs. However, the community is encouraged to use District facilities and/or equipment when appropriate. Upon approval by the Superintendent, District facilities and/or equipment shall be available for use by the community when such use does not conflict with District's educational and extra-curricular programs. Those persons or groups using District facilities and/or equipment shall assume all responsibility for any injuries occurring or arising out of the use of District's facilities and/or equipment and/or any damages done to District's facilities and/or equipment. District may establish and collect rentals, fees, and charges for the occupancy or use of District's facilities and/or equipment and may require the payment of appropriate deposits prior to allowing the use of District's facilities and/or equipment. Any usage of District facilities and/or equipment for any purpose other than District's educational and extra-curricular programs must have prior approval of the Superintendent.

At least one (1) week prior to use of the facility, unless special approval is obtained from the Superintendent (See BB-F), the master calendar in the Superintendent's office shall indicate all dates and times facilities are reserved. Dates and facilities needed for all major school activities will be placed on the master calendar at the beginning of the semester. District reserves the right to reschedule any event or facility should a priority need arise.

No equipment owned by District may be removed from District property except as may be necessary and/or appropriate in order for an employee to perform the employee's position or as authorized by the Superintendent. Such removal shall be approved in writing by the Superintendent. Any money or funds generated by the use of District's facilities and/or equipment shall be the property of the District and shall be deposited to the credit of the appropriate District account. Checks shall be payable to "Minco Public Schools".

Employees are responsible for the maintenance of all equipment and tools assigned to their program and shall establish a system for accomplishing routine preventative maintenance of such equipment. Equipment shall not be loaned or used by non-District personnel except as may be approved in writing by the Superintendent. If any District-owned equipment is borrowed by persons who are not employees of District, the borrower assumes all risk of operation. Depending on the type of equipment sought to be used, the Superintendent may require the borrower to utilize and pay for a District-approved operator. The Superintendent may establish an appropriate fee for the use of District-owned equipment.

The school may render emergency care, aid, shelter, or other assistance during a natural disaster or catastrophic event; and the school district will be liable for damages resulting from such assistance only where the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter, or assistance.

Disposal of Surplus District Property: When the Board determines that any real or personal property of District is no longer needed for District purposes, it may direct the disposal of such property by sale, exchange, lease, lease-purchase, sale and partial lease-back, or as otherwise allowed by law. Real property shall be disposed of by utilizing the procedures provided for by law. In the disposing of surplus District property, District shall utilize procedures to maximize, to the extent practicable, the price received for such surplus property.

Tobacco Free Environment: The Board recognizes that tobacco smoking has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children.

Therefore, smoking, chewing, or any other use of tobacco, tobacco products or vapor product, or vapor products by staff, students, and members of the public is prohibited on, in or upon any school property, school vehicles, or at any school-sponsored or sanctioned event or activity. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, 7 days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using District's facilities, including the stadium and sports complex.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in the District including but not limited to the following:
 - a. All portions of any building or other structure used for instruction, administration, support services, maintenance or storage as well as grounds and parking areas.
 - b. All vehicles used by District for transporting students, staff, visitors, or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for

smoking. For purposes of this policy, a vapor or electronic cigarette is considered a cigarette whether or not it contains tobacco.

3. “Vapor product” shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. “Vapor products” shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device.

Signs will be posted in prominent places on District property stating that smoking and the use of tobacco is prohibited. Smoking or other use of tobacco products by District employees or students while in or on school properties or while participating in a District-sponsored event is specifically prohibited. If students are found to be in possession of cigarettes or other tobacco products, the products will be confiscated and the students will be disciplined. Employees are warned that violation of this policy may result in disciplinary action. Patrons who violate this policy will be asked to leave District property.

Alcoholic Beverages: The use, consumption, or possession of alcoholic beverages, including low-point beer, in District-owned facilities is prohibited. Employees or students who violate this policy shall be subject to disciplinary action.

District Vehicles: District vehicles are to be used for District business and shall not be used for personal business. All District-owned vehicles are to be parked and left at school at the end of the day unless being used for District-business or unless the Board authorizes otherwise. District employees who drive a District-owned vehicle shall possess and maintain at all times a valid Oklahoma driver’s license appropriate for the vehicle driven.

Gifts to the District: District shall only accept gifts of land or buildings when approved in advance by the Board. The Superintendent has the authority to accept or reject all other gifts according to the best interests of District.

Gifts/Gratuities to Individuals: Students, parents, and patrons of the District shall be discouraged from the routine presentation of gifts to District employees and Board members. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. In most cases, the Board shall consider as always welcome and more appropriate than gifts the writing of letters to staff members expressing gratitude or appreciation. This policy is not intended to discourage acts of generosity in unusual situations. Simple remembrances expressing affection or gratitude shall not be regarded as a violation of this policy. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the District and cannot be removed.

Staff members shall not ask for, accept, or agree to offer to accept any gratuity or reward from any agent/agency in consideration of any influence that the staff member may have on any

operation of District. Gifts from agents/agencies related to E-Rate Services must be worth \$20 or less, and all gifts from each E-Rate Service agent/agency must not exceed \$50 per employee per year. Gifts of value which exceed \$10 may be received only on behalf of an entire school building, and must be located where it can be utilized by the entire staff of that school building.

Reproduction of Copyrighted Material: The unauthorized reproduction of copyrighted material is illegal, and violations of applicable copyright laws could result in civil and/or criminal suits. The Superintendent shall develop and implement regulations regarding the reproduction of copyrighted materials. Any District personnel reproducing copyrighted material shall be certain that the reproduction is in accordance with the applicable law and District's policies and regulations. Proper certification of compliance with copyright laws shall be required in order to process requests for reproduction.

NOTICE: THE DISTRICT COMPLIES WITH THE COPYRIGHT LAWS OF THE UNITED STATES WHICH GOVERN THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.

Inventory: The Superintendent shall be responsible for maintaining an accurate inventory of all District equipment, vehicles, and fixed assets. All equipment purchased with federal funds shall be labeled in accordance with applicable law and regulations.

Recycling and Procurement of Recycled Materials: District shall pursue procurement practices that encourage solid waste reduction and the profitable disposal of recyclable materials. Whenever possible, District shall purchase products containing recycled materials. District shall comply with the procurement and reporting requirements of the Oklahoma State Recycling and Recycled Materials Procurement Act and shall designate a recycling coordinator.

Adopted: December 12, 2022
Revised:

MINCO PUBLIC SCHOOLS: DISTRICT FORM**BB-F**

FACILITIES USE AGREEMENT

Renting Organization _____

Contact Person _____ Contact Telephone _____

Contact Mailing Address _____

Event _____ Est. Attendance _____

Date/s to be used _____ Time of use _____ to _____

Facility to be used _____

Renting Organization has been provided and has read and hereby agrees to the terms and conditions of the rental set forth in District Policy BB and District Regulation BB-R. Renting Organization hereby releases District from any liability and/or damages and assume the responsibility and liability for any property damage or bodily injury which may occur as a result of the activities during the rental or usage of the listed District property. Renting Organization further agrees to indemnify District for any costs it may incur as a result of any damage or injury sustained as a result of the rental or usage, including the costs of any attorney fees expended in defense of any claim or lawsuit. Renting Organization understands that if the group/organization has insurance, it may be required to provide proof of insurance and/or to name District as an additional insured. Renting Organization further agrees to pay all fees due by the date of the event or this Facilities Use Agreement may be cancelled by the District.

Signature of Representative
Renting Organization

Date: _____

RENTAL COSTS

(To be completed by District)

Area to be used # Hours X Hourly Rate + Utility Cost = Cost

(Access to any areas not listed below is strictly prohibited unless approved in advance).

APPROVED: Superintendent

DENIED: Superintendent

DATE:

DATE:

DISTRICT PERSONNEL NEEDED

(To be completed by District)

Position

Rate of Pay

Cost

Total Costs = _____

Total Cost _____
(To be completed by District)

Deposit _____

Balance Due _____

Approved by District on the ____ day of _____, 20__.

Superintendent/Superintendent's Designee

Adopted: December 12, 2022

Revised:

USE OF DISTRICT FACILITIES

1. District organizations and activities shall have priority in the use of buildings and facilities. Rental of facilities shall not interfere with school activities or maintenance.
2. A District employee who is responsible for the care and/or operations of the facility being used may be required to be on duty during all rentals. If the rental occurs after regular working hours for employees or if the superintendent feels that the event requires additional supervision and/or cleaning, the renting organization must employ District personnel for this purpose.
3. Groups renting facilities shall be held responsible for damage to the facility.
4. Religious groups may rent District facilities on a temporary basis. Renewals shall be considered up to six (6) months. Rental shall be based on emergency conditions or during organizational efforts to build a facility.
5. Kitchen equipment may not be used for food preparation by anyone other than child nutrition employees and/or contracted service employees.
6. Facilities may be used by PTA and other school-related groups for any program dealing with school improvement without charge, if building is normally open and custodians are on duty. Other schedules may be arranged with the principal and only charges for custodial and other needed personnel will be assessed.
7. Community organizations including, but not limited to, Bluebirds, Brownies, Campfire Girls, Girl Scouts, Cub Scouts, Boy Scouts, and homeowners associations may be allowed to hold meetings in District facilities. District, acting through the Superintendent, may waive any rental fees for usage of facilities by community organizations.
8. If minors are to be present in District facility being rented, adult sponsors must supervise the minors at all times. Activities must be confined to the area assigned.
9. No alcohol or drugs shall be used in or about District buildings and premises. Smoking and/or the use of tobacco in District buildings is prohibited. Any organization which rents a District facility shall comply with District's policies and regulations.
10. Insurance requirements for any organization renting any facility in District shall be as

BB-R

determined by the Superintendent. The renting organization may be required to provide proof of insurance as a condition of the rental agreement and may be required to name District as an additional insured. Organizations using District facilities for which the rental fee is waived will not be required to provide insurance but shall be required to indemnify District from all damages and liability arising out of the use of the facility.

11. Any organization or person desiring to rent a District facility shall be required to complete a Facilities Use Agreement and submit it to the Superintendent for consideration.
12. Non-refundable deposits may be required by District.
13. Rental fees shall be as follows*:

GYMNASIUM:	\$ _____
CAFETERIA:	\$ _____
AUDITORIUM:	\$ _____
STADIUM:	\$ _____
ATHLETIC FACILITIES:	\$ _____
CLASSROOMS:	\$ _____
STALLS (SCHOOL FARM)	\$ _____
BUSES:	\$ _____per mile

* Some air conditioners must be started several hours prior to the use of the facility to cool adequately. The renting organization will be required to pay for air conditioning for the entire time needed to adequately cool the facility as well as the time of the event for which the organization is renting the facility.

14. Reservations by community groups will be canceled when a school-sponsored activity needs the facility. Rental fee for the auditorium shall be set by the board on a basis of per hour plus time and a half of regular salary of person supervising and person performing custodial work.

Adopted: December 12, 2022

Revised:

SAFETY PROGRAMS

General: The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

Emergency Drills: The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies such as tornados. Disaster plans shall be placed on file with District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

In addition, District's Board shall coordinate with the emergency medical services providers serving its area to develop an Emergency Action Plan for each facility and athletic practices, events or activities held at District facilities. The Emergency Action Plan shall meet all requirements provided for by law and shall be reviewed, updated and rehearsed annually, with school officials and local emergency medical services providers. The Emergency Action Plan shall be placed on file with the District and the emergency medical services provider and shall be updated to reflect any potential significant change that would affect implementation of the plan.

The Emergency Action Plan shall be digitally transmitted to a visiting school administrator or coach, or posted to District's website, prior to any athletic event or activity involving athletes from visiting schools.

Security and Safety Drills: Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent

or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

1. Tornado Drills: Disaster/Tornado drills shall be conducted at least two (2) times each school year with at least one (1) drill being conducted in September and one (1) being conducted in March.
2. Fire Drills: Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Additional Drills: In determining the additional safety drills to be performed, the principal and the superintendent shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by the District that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with the recommendations of the Safe School Committee and/or local fire and law enforcement.

Emergency Closings: The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Health and Safety Emergency: District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

Bomb Threats: Bomb threats shall be handled according to District's Emergency Procedures Guide.

Sexual Abuse of Students: Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

- I. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer

students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.

- II. Report situations where such behaviors by other employees take place.
 - a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
 - b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
- III. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
 - a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

Reporting Child Abuse: District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall immediately report or cause to be reported such situation to the Department of Human Services ("DHS") and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.

The reporting obligations provided herein are required by law and are individual. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations.

In addition, during the first year of employment for a certified teacher and then once at least every fifth academic year, a program including the following information shall be completed:

1. Training on the recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse; and
4. Available resources.

Safety Education: The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical education courses. The Superintendent shall be responsible for the supervision of such safety programs.

Safe Schools Committee/Healthy and Fit School Advisory Committee: District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The Committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The Committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the Committee. The Committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The Committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the Committee shall study and make recommendations to the principal at least once each year regarding:

Health Issues:

- 1) health education;
- 2) physical education and physical activity; and
- 3) nutrition and health services.

Safety Issues:

- 1) unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying;

- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and other behavioral health and suicide prevention resources within or outside the school system; and
- 5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The Committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each Committee to the Superintendent.

Accidents: Accidents involving employees, students, or visitors shall be reported to the Superintendent or the Superintendent's designee and investigated as deemed appropriate.

Safe Room: The safe room will be available to students and staff during school hours. The community will not be permitted to utilize the safe room when school is not in session as these are not open to the public.

Hazard Communication Standard: The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data ("MSD"), Asbestos Containing Materials ("ACM") and Chemical Information Listing ("CIL"). District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

Searches for Contraband: District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary

action by the school.

Threatening Behavior: An employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability. For guidance on the direct threat assessment inquiry process, see policy EP, EP-R and EP-F.

Suicide Awareness and Training: District will provide training to all staff members in their first year employed by District, and then once at least every fifth academic year that addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. The board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

Mental Health Protocol: A mental health crisis is any situation in which a person's behavior or distress puts them at risk of hurting themselves or others and/or prevents them from being able to function or care for themselves. District staff members are trained to identify warning signs including, but not limited to, self-harm or substance abuse, an inability to perform daily tasks, increased agitation, isolation, loss of touch with reality, paranoia, and rapid mood swings. In the event of a suspected or identified mental health crisis, District staff members shall begin with an assessment of the situation followed by holding a conversation with the student in a safe, quiet space. The student should be supervised at all times and safety protocol will be followed, which may include a referral to crisis services. The 9-8-8 Mental Health Lifeline offers 24/7 call, text and chat access to trained crisis counselors for those who are experiencing mental distress including but not limited to suicidal thoughts and mental health crisis. Parents/guardians will be contacted as soon as possible and asked to come to the school. District staff will provide the parent/guardian with Form BC-F and will provide additional referral information as it deems necessary, up to and including services provided through its mental health partner.

In the event that a student is out of school for more than two (2) school days due to a mental health crisis, the student's caregiver should expect to meet with the student and District's counselor prior to returning to school. The meeting will consist of discussing and documenting a re-entry procedure relating to both academic and emotional transition as well as address any concerns the student or parent/guardian may have. Any necessary accommodations should be documented and designated staff, in addition to the counselor, should continue to monitor and communicate with the student and the parent/guardian regarding the ease or difficulty of the transition. District staff will maintain detailed documentation regarding the steps taken and concerns addressed. District staff will comply with the Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") at all times.

Restrooms and Changing Areas: In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during or after a school-sponsored athletic activity provided that:

1. all students present are fully clothed;
2. the coach is accompanied by at least one additional adult at all times; and
3. any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present and who is not a current high school student.

I. Discipline. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

- a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.
- b. **Staff:** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
- c. **Patrons:** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

II. Definitions.

- a. **Sex:** the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.
- b. **Multiple Occupancy Restroom or Changing Area:** an area that is designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. This may include, but is not limited to, a school restroom, locker room, changing room, or shower room.
- c. **Individual:** any student, teacher, staff member, or other person on District property.
- d. **Coach:** a person who is employed by the District and who is involved in the teaching or training of students who participate in school-sponsored athletic activities.
- e. **School-sponsored athletic activities:** sporting events that are supported and affiliated with the school such as games, matches, and tournaments.

Adopted: December 12, 2022

Revised: July 13, 2023; December 5, 2023

MINCO PUBLIC SCHOOLS: DISTRICT FORM

BC-F**NOTIFICATION OF THREAT TO SELF OR OTHERS**

I or we, _____, the parent/guardian of _____ were involved in a conference with school personnel at _____ (school site). We have been advised that our student appears to be in a state of emergency, _____ (type of emergency). We have been further advised that we should seek psychological/psychiatric consultation immediately. We have been provided with a list of agencies and emergency numbers. We understand that the District is not responsible for the provision of these services, but is alerting us to this emergency just as they would inform us of any health problem. After being informed, we assume responsibility for providing appropriate measures to ensure our student's safety and/or the safety of other students. Our failure to provide professional support may result in school officials reporting negligence to the Department of Human Services ("DHS") and/or recommending that our student not return to school until his/her safety and/or the safety of others is assured.

Parent was contacted on _____, 20____ via:

- ☐ in person
- ☐ telephone
- ☐ letter

Parent was contacted by: _____ (name of school personnel).

Parent/Guardian Date

Parent/Guardian Date

Crisis Team Member Date

Crisis Team Member Date

Adopted:

Revised:

HEALTH SERVICES AND COMMUNICABLE DISEASES

Health Services: District nurses or other designated personnel shall perform all first aid and emergency care in accordance with applicable laws and regulations. First aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student's family or guardian as soon as possible. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student's parent/guardian is present at school. District is not responsible for any transportation and/or medical costs associated with emergency care.

Automatic External Defibrillator: District is in possession of automatic external defibrillators ("AED"), which will be stored in various locations around campus so that any victim may be reached right away in the event of an emergency. District will follow guidelines as provided for by law and training 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. Any person using an AED under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

Communicable Diseases: Any employee or student with knowledge of a suspected or confirmed case of a communicable or contagious disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable or contagious diseases, District believes that:

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
2. Public education should be provided in a safe and orderly environment.
3. Each student and employee should be treated with dignity and has a right to confidentiality.
4. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt

with in a manner consistent with District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No board member or employee of District may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well criminal and civil sanctions under law.

- A. Placement of Students: In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.
- B. Placement of Employees: No employee may be dismissed or have his or her contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy and/or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health and/or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but may be maintained in a separate file.

Bloodborne Pathogens: Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, vaccination procedures, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. District shall provide appropriate instruction in the handling of body fluids through in-service presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at District's expense. District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

Head Lice: According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194A). “Any school 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.” Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

Bed Bugs: If a suspected bed bug is found on a student, the student will remain at school, but the parents or guardians will be notified and protocol will be followed according to District regulations.

Administering Medication: Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal’s designee in its original container with the written authorization of the student’s parent or guardian for administration of the medicine. The parent’s authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician’s prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

Epinephrine Injectors and Albuterol Inhalers: A school nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health’s Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the district prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

“Respiratory Distress” – the perceived or actual presence or coughing, wheezing or shortness of breath.

“Inhaler” – 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.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription or over-the-counter medication to the parent or guardian only on or before the last day of school or the medication will be disposed on in accordance with applicable law and/or regulations. Medication will not be sent home with students.

Diabetes and Administration of Glucagon: A diabetes medical management plan (“Plan”) will be developed for any student with diabetes who will seek care for diabetes while at school or involved in a school activity. The plan will be developed by the student’s personal health care team, consisting of the principal or designee, the school nurse, if applicable, the parent or legal guardian of the student and where practical, the student’s treating physician. The Plan shall indicate whether the parent or legal guardian has provided written consent for the student to receive diabetes care as provided for by law, including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

OPTIONAL: District will stock glucagon to treat students with diabetes who experience a hypoglycemic emergency or whose prescribed glucagon is not available on site or has expired pursuant to the following requirements, as provided for by law:

- 1. District will inform the parent or legal guardian of all students who have a medical management plan that a school nurse, volunteer diabetes care assistant, or employee trained by a health care professional may administer glucagon to a student with diabetes, with parent or legal guardian consent, but without a health care provider order, if the nurse, employee, or assistant as provided for by law believes in good faith that the student is having a hypoglycemic emergency or if the student’s prescribed glucagon is not available onsite or has expired.**
- 2. The parent or legal guardian’s waiver of liability shall be on file with the District prior to the administration of the glucagon. Any written consent or waiver provided to the District pursuant to this policy shall be effective only for the school year for which it is granted and shall be renewed each subsequent school year.**
- 3. The District will designate the employee responsible for obtaining the glucagon at each school site.**

In the event that a hypoglycemic emergency is identified, 911 will be called and the parent or legal guardian will be contacted as soon as possible.

Emergency Opioid Antagonist: Any nurse or licensed practitioner as provided for by law, or other person designated by the administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual who is exhibiting signs of an opioid overdose.

The administration will authorize one or more employees to receive training, as provided for by law, in recognizing the signs of an opioid overdose, instruction in basic resuscitation techniques, instruction on proper administration of an emergency opioid antagonist and the importance of calling 911 for assistance. In the event that a person who has been designated and trained to administer an emergency opioid antagonist is unavailable, the administration may authorize any person, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual showing signs of an overdose. Any person administering an emergency opioid antagonist under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

For purposes of this policy, an “emergency opioid antagonist” is a drug, including but not limited to naloxone, that is approved by the United States Food and Drug Administration (“FDA”) for treatment of an opioid overdose and that blocks the effects of opioids.

Self-administration of Certain Medication: Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student’s parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by the Board authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.

2. Provide the school with a written statement from the student’s treating physician containing the following information:

- a. That the student has asthma, anaphylaxis, or cystic fibrosis;
- b. That the student is capable of and has been instructed in the proper method of self-administration of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication;
- c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
- d. The prescribed dosage; and
- e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or pancreatic enzyme medication is to be administered.

3. Provide the school with an emergency supply of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by school nurse or other authorized personnel.

4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

- a. Student's name;
- b. Prescription number;
- c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
- d. Method of administration and dosage;
- e. Date of prescription and refill;
- f. Licensed prescriber's name;
- g. Pharmacy name, address and telephone number; and
- h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

Seizure-Safe Schools Act: This Act shall apply to schools that have a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the FDA and any successor agency prescribed by the student's health care provider.

Subject to all corresponding laws and regulations, District shall have at least one employee at each school site who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the FDA and any successor agency; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;

2. Provide a written statement from the student's health care provider that contains the following information:
 - a. The student's name,
 - b. The name and purpose of the medication,
 - c. The prescribed dosage,
 - d. The route of administration,
 - e. The frequency that the medication must be administered, and
 - f. The circumstances under which the medication may be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement, and seizure action plan will be stored in the office of the school nurse or school administrator and will be distributed to any school personnel or volunteers responsible for supervision or care of the student. The written authorization for administration of seizure rescue medication shall only be effective for the school year in which it is granted and must be renewed each subsequent school year. School employees will not be subject to disciplinary proceedings or liability resulting from any action taken in compliance with the Seizure-Safe Schools Act, as provided for by law.

Sunscreen: Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician.

Adopted: December 12, 2022

Revised: July 13, 2023

HEALTH SERVICES AND COMMUNICABLE DISEASES

Health Services: District nurses or other designated personnel shall perform all first aid and emergency care in accordance with applicable laws and regulations. First aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student's family or guardian as soon as possible. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student's parent/guardian is present at school. District is not responsible for any transportation and/or medical costs associated with emergency care.

Automatic External Defibrillator: District is in possession of automatic external defibrillators ("AED"), which will be stored in various locations around campus so that any victim may be reached right away in the event of an emergency. District will follow the American Heart Association 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.

Communicable Diseases: Any employee or student with knowledge of a suspected or confirmed case of a communicable or contagious disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable or contagious diseases, District believes that:

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
2. Public education should be provided in a safe and orderly environment.
3. Each student and employee should be treated with dignity and has a right to confidentiality.
4. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt with in a manner consistent with District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No board member or employee of District may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well criminal and civil sanctions under law.

- A. Placement of Students: In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.
- B. Placement of Employees: No employee may be dismissed or have his or her contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy and/or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health and/or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but may be maintained in a separate file.

Bloodborne Pathogens: Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, vaccination procedures, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. District shall provide appropriate instruction in the handling of body fluids through in-service presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at District's expense. District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

Head Lice: According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194A). “Any school 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.” Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

Bed Bugs: If a suspected bed bug is found on a student, the student will remain at school, but the parents or guardians will be notified and protocol will be followed according to District regulations.

Administering Medication: Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal’s designee in its original container with the written authorization of the student’s parent or guardian for administration of the medicine. The parent’s authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician’s prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

A school nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health’s Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the district prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

“Respiratory Distress” – the perceived or actual presence or coughing, wheezing or shortness of breath.

“Inhaler” – 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.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription or over-the-counter medication to the parent or guardian only on or before the last day of school or the medication will be disposed on in accordance with applicable law and/or regulations. Medication will not be sent home with students.

Self-administration of Certain Medication: Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student’s parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by the Board authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.

2. Provide the school with a written statement from the student’s treating physician containing the following information:

- a. That the student has asthma, anaphylaxis, or cystic fibrosis;
- b. That the student is capable of and has been instructed in the proper method of self-administration of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication;
- c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
- d. The prescribed dosage; and
- e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or pancreatic enzyme medication is to be administered.

3. Provide the school with an emergency supply of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by school nurse or other authorized personnel.

4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

- a. Student's name;
- b. Prescription number;
- c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
- d. Method of administration and dosage;
- e. Date of prescription and refill;
- f. Licensed prescriber's name;
- g. Pharmacy name, address and telephone number; and
- h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

Seizure-Safe Schools Act: This Act shall apply to schools that have a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the United States Food and Drug Administration ("FDA") and any successor agency prescribed by the student's health care provider.

Subject to all corresponding laws and regulations, District shall have at least one employee at each school site who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the FDA and any successor agency; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;

2. Provide a written statement from the student's health care provider that contains the following information:
 - a. The student's name,
 - b. The name and purpose of the medication,
 - c. The prescribed dosage,
 - d. The route of administration,
 - e. The frequency that the medication must be administered, and
 - f. The circumstances under which the medication may be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement, and seizure action plan will be stored in the office of the school nurse or school administrator and will be distributed to any school personnel or volunteers responsible for supervision or care of the student. The written authorization for administration of seizure rescue medication shall only be effective for the school year in which it is granted and must be renewed each subsequent school year. School employees will not be subject to disciplinary proceedings or liability resulting from any action taken in compliance with the Seizure-Safe Schools Act, as provided for by law.

Sunscreen: Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician.

HEAD LICE

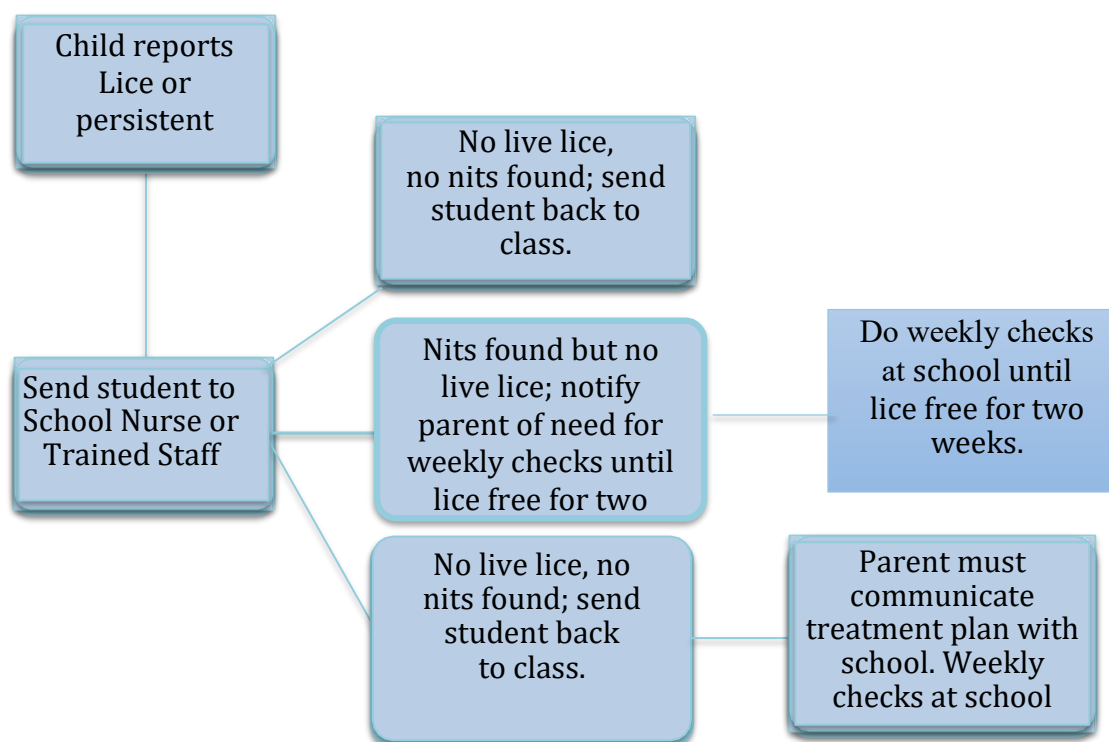
Students found to have live head lice will have their parent/guardian contacted and will be sent home for treatment. If nits only are found the student will stay at school and the parent/guardian will be contacted by phone or letter in a sealed envelope sent home at the end of the day. The letter will offer information on treatment, egg (nit) removal, and cleaning of the environment. Students who have head lice will not be identified to anyone other than the parent, the administration, and the teacher, due to the confidentiality required by law. When returning to school any student who was identified with head lice must come to the school nurse's office for a recheck by the nurse, or trained staff and given written permission to return to class. If the student was not treated the parent will be called to pick up the student to go home for treatment.

If a student has been identified with live lice or nits a recheck will continue 1 time a week for 2 weeks, if nits are not being removed contact the parent by phone. The parent must communicate the treatment plan with the school, this will include student and family hair treatment and home environment.

School personnel involved in identifying head lice or nits will be properly trained by the school nurse. Each school site will have 2 trained staff other than the school nurse. The trained personnel will conduct a careful and thorough search in private, maintaining confidentiality. If a student is identified with head lice the parent or guardian will be notified immediately for the student to be pick up from school and information provided for returning. Once the parent/guardian arrives, the location of the live lice will be pointed out. If nits are found the parent or guardian will be notified by phone or letter sent home in a sealed envelope with instructions on head lice control measures.

All students sent home due to live lice are to be treated and returned to school as soon as possible. Proof of appropriate treatment shall be presented to school officials before the student may return to school. Such proof of appropriate treatment may include certification from a health professional or parental certification. **Parental certification shall be accompanied by both the empty container and current receipt or note from provider of the product used to treat the student.**

The trained personnel will follow the following head lice management algorithm:



The Nurse or trained staff will do the following:

1. Examine the scalp and hair for nits and lice. If live lice are found, the parent/guardian will be contacted and the student will be sent home. Parents will be fully instructed in head lice removal and home cleaning. If nits only are found, the student will return to class and parent/guardian will be contacted with instruction on nit removal and home cleaning.
2. If there are more than 3 students in the same classroom of students, all students in that classroom will be checked for head lice and/or nits.
3. Siblings of the affected student will also be checked for head lice and/or nits.
4. If the siblings attend a different school, the school nurse or trained staff will call and talk to only those designated to have the information (see policy).
5. The student and parent/guardian will be instructed that the student may NOT return to class until they have been checked and cleared for return by the Nurse or trained staff. The parent will provide the empty container and current receipt of the product used to treat the student.

The Nurse or trained staff will also provide a student with written documentation that he/she has been approved for the return to the classroom to be given to the teacher.

Adopted: December 12, 2022
Revised:

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The Automatic External Defibrillators (“AEDs”) are to be located so that any victim may be reached in five minutes or less. Therefore, they will be stored near the office in each building. In addition, there will be a portable device of athletic events.

Roles and Responsibilities: The AED coordinator will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding the incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified District employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

Procedure: When an apneic, pulseless victim is discovered, activate the emergency response plan by following the suggested guidelines set forth by the American Heart Association. District will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director’s office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance: District will follow the manufacturer’s suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The principal’s secretary will:

1. Daily check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if a flashing red X, a solid red X, or constant dark shape appears.

Adopted: December 12, 2022
Revised:

SECURITY

General Provisions: The Board requires and encourages close cooperation between its employees, local police, fire, and sheriff departments, safety officers and risk managers appointed by District, and District's insurance companies in maintaining the safety and the security of all buildings and grounds.

Limited Access: Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. The Superintendent or the Superintendent's designee shall establish and maintain an adequate key control system to limit access to buildings and to safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Records and funds shall be kept in a safe place and under lock and key when required. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate.

Closed Campus: District has a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day. Students who have arrived at school should not leave campus at any time during the school day without first receiving permission from the principal's office. Before permission will be granted for a student to leave campus, the following procedures and rules must be followed:

1. The parent must appear in person to sign the student out or the principal's office must have personally communicated with the parent regarding the student's departure from school.
2. The principal or designee will issue a slip verifying that the student has permission to leave campus.
3. The student must be signed in and out in the principal's office, including the time that the student departs and returns (if same day) to campus.

Any student who fails to abide by these policies will be subject to disciplinary action.

Reporting and Prosecuting Criminal Acts: Employees, students, and patrons of District should report any criminal activity occurring on District property to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall be authorized to pursue a criminal complaint and to press charges against persons suspected of criminal activity occurring on District property as deemed appropriate.

If an employee is subject to an assault, a battery, or an assault and battery during the performance of any school duties, the employee shall notify the Superintendent, a building administrator, or a member of the Safe School Committee. Any building administrator or member of the Safe School Committee so notified shall notify the Superintendent. Each school site shall post the following notice in a prominent place:

FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.

Visitors: Parents and patrons of District are encouraged to visit District and to observe the activities of District. Except as otherwise provided, all visitors to District shall report to the school office upon entering the building and shall request appropriate authorization to visit the school from the District official in charge of each building. When parents, patrons, and friends have been invited to a school for a particular activity or program, it shall not be necessary to request any additional authorization to visit the school.

Unauthorized Persons: Any unauthorized person on District property should be reported to the Superintendent or the Superintendent's designee. As authorized by law, District has the authority and power to direct any person to leave District property who is not a student, officer, or employee and who interferes with the peaceful conduct of activities, commits an act which interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

Any person may be directed to leave any District property and to not return for a period of days specified and as allowed by law. During the period of days specified, the person removed from District property may not be on any District property without first obtaining written permission from the Superintendent or the Superintendent's designee.

When a person is directed to leave District property and to not return for a specified period of days, the person shall be given written notice of such directive and shall be advised in writing that he/she may appeal the directive to leave District property and to not return to the Superintendent or the Superintendent's designee in writing within five (5) days of receipt of the directive to leave. The request for an appeal shall set forth the reasons that the directive to leave should be reversed. The employee directing a person to leave District property shall be entitled to respond to the appeal in writing. The Superintendent or the Superintendent's designee shall make a decision as to whether the directive should be upheld, amended, or reversed and shall communicate such decision in writing to the appealing person and the employee who directed the person to leave District property. The decision of the Superintendent or the Superintendent's designee shall be final.

Soliciting: District prohibits soliciting by individuals, companies, and/or political campaigns.

Weapons: District prohibits the possession and/or use of weapons and/or firearms on District property except as allowed by law and District policy. Employees and students who violate this provision will be subject to disciplinary action as well as a possible criminal action.

Vandalism: Any persons who are aware of incidents of vandalism, breaking and entering and/or theft of school property should report the facts immediately to the Superintendent in writing.

Surveillance Videos: District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, gymnasiums, and any other area except locker rooms and bathrooms. These records are maintained for security and law enforcement purposes only. The District designates the Superintendent and each principal as the District's law enforcement unit, for the sole and limited

purpose of maintaining surveillance tapes.

Surveillance videos are NOT considered to be educational records of students but are records of a law enforcement unit. As records of a law enforcement unit, such records are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy Act (“FERPA”) and are not subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos are automatically deleted after a certain period, unless reasons for preservation arises. Any requests from the media for copies of videos are to be directed to the Superintendent or the applicable principal. All other requests for copies of videos should be submitted to the applicable principal. District shall have discretion as to the release of surveillance videos.

Adopted: December 12, 2022
Revised:

DISTRICT SERVICES

Food Services: District shall provide for a food service facility. Food services may include those meals provided through participation in the National School Lunch Program or other special program. District shall make breakfast and lunch available to all students and shall provide free and reduced-price meals for students who meet the federal guidelines. District's Director of School Nutrition Services or his/her designee shall determine students' eligibility for free and reduced-price meals. The criteria used for determining a student's needs and the steps taken to secure the free and reduced meals will be clearly established and made known to all lunchroom staff. Students participating in such meals will not be distinguished in any way from other students. Confidentiality will be expected in each case.

Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at the food service facility. Food services will comply with District's Wellness Policy - Policy BN. Upon the recommendation of the Superintendent, the Board shall determine whether to provide food services directly or to contract externally for the provision of food services.

District's food service program will operate as an integral part of the total school program and will be governed by the same principles and types of control as any other division. District's food services director will supervise the program. School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. District will meet all state and federal requirements necessary for participation in state and federal programs. All money collected from payment for school meals shall be deposited in the school lunch fund.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

Mail and Delivery Services: District shall maintain a mail service for transmission of written communications from within District and for distribution of written communications received through the United States Postal Service. The use of District mail facilities, services, and personnel shall be limited to those materials and written communications which further the educational purposes of the District and/or those written communications which are authorized or required by policy or regulation.

District's mail service shall not be used to distribute political materials unless the materials are received through the United States Postal Service. However, District may use District's mail

services to distribute informational material regarding school bond elections or millage elections, as authorized by law.

Transportation Services: District shall furnish transportation to all students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. District may also furnish transportation to certain transfer students upon request of the student's parent/guardian and agreement by District, as provided for by law. Students shall be expected to comply with any Administrative Regulations and Student Handbook regarding conduct on buses and may be subject to disciplinary action for failure to follow the Administrative Regulations and/or Student Handbook.

The Administration shall develop and implement appropriate schedules and routing for school buses as are necessary to transport all eligible students desiring to receive transportation to and from school in the most economical and effective manner. Prior to the beginning of the school year, schedules and routes for school buses may be printed, distributed, and published as the Administration deems appropriate. Only the Superintendent or the Superintendent's designee shall have the authority to modify schedules and/or routes.

Transportation services may also be provided for extra-curricular activities and field trips as approved by the Superintendent or the Superintendent's designee. All requests for trips should be made to the building principal for approval no later than two (2) weeks prior to the planned event. Expenses for such transportation services shall be paid by the students transported, the school activity sponsoring the trip, the school organization requiring the transportation, or from private sources. The Administration may also develop and implement regulations to provide for transportation using District vehicles for student activities and other District-authorized activities.

ADVERTISING AND PROMOTION

Use of District Name, Logo or Facilities: No organization or entity shall utilize any District facilities or District name for advertising or promotion unless authorized by the Superintendent.

District Participation: District may participate and/or cooperate with non-profit agencies and corporations with respect to the advertising or promotion of such non-profit agency or corporation if such participation and/or cooperation does not restrict or impair the educational program of the schools and is approved by the Superintendent. District may participate in radio or television programs sponsored by commercial organizations when such participation is supplementary to or beneficial to District and is approved by the Superintendent. In addition, the Superintendent may announce or authorize the announcement of commercially sponsored lectures, events, and activities of educational merit or significance.

Advertising: District may accept various types of advertising for placement in District-sponsored publications or for placement in or on District facilities. Space for the placement of advertising in or on athletic fields, gymnasiums, scoreboards, or other designated facilities may be leased. Due to the fact that advertising placed in or on District facilities will appear to have the approval of District, such advertisements shall be subject to the Guidelines for Advertising.

District Publications: District-sponsored publications may accept and publish paid advertising according to the Guidelines for Advertising.

Guidelines for Advertising: Sponsors or advisors for District-sponsored publications shall be responsible for applying and implementing these guidelines with respect to advertising to be published in District-sponsored publications. The Superintendent or Superintendent's designee shall be responsible for applying and implementing these guidelines with respect to advertising to be placed in or on District facilities. District reserves the right to refuse any advertisement which does not serve the best interests of District and/or its students.

For placement in any District publications or for placement in or on any District property or facilities, District shall not accept advertisements which:

1. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
2. depict sex or sexual activity, or are lewd, obscene, or pornographic as defined by prevailing community standards;
3. attack ethnic, religious, or racial groups (i.e., "hate" material);
4. promote hostility, disorder, or violence;

5. promote, endorse, or oppose any political candidate, beliefs, party, or issues;
6. are defamatory, misleading, or false;
7. promote illegal activities for minors; or
8. promote discrimination on the basis of race, color, national origin, handicap, disability, gender, gender identity, or sexual orientation.

Funds from Sale of Advertising: Funds received from the sale of advertising shall be credited to the Activity Fund account of the organization which sold the advertising. Student, parent or adult organizations which are exempt from Activity Fund limitations may be provided the opportunity to sell advertising to be placed on school facilities and shall be entitled to retain the proceeds of any such sale of advertising subject to application to and approval by the Board. Such organizations shall be responsible for all matters related to the sale of such advertising except that the Superintendent or Superintendent's designee shall have the authority to approve or disapprove of the advertisements to be accepted.

Adopted: December 12, 2022
Revised:

SEXUAL HARASSMENT

District is committed to providing equal employment and educational opportunities and, therefore, forbids sexual harassment as defined below by or against any employee, student, or applicant for employment. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

Definitions:

- A. Appeal Officer: The person designated to hear an appeal from a determination of responsibility for sexual harassment. The Appeal Officer will not be the Compliance Officer, Investigator, or Decision Maker. The Superintendent is designated as the Appeal Officer.
- B. Complaint: A written complaint filed by a Complainant or signed by the Compliance Officer alleging sexual harassment and requesting that District investigate. This may be referred to as the Formal Complaint.
- C. Complainant: A student, an employee, or any other person who is alleged to be the victim of conduct that could constitute sexual harassment.
- D. Compliance Officer: An employee who is designated to coordinate compliance efforts with Title IX and to investigate complaints under Title IX. The High School Principal is designated as the Compliance Officer and may be reached at 311 S. 6th St., Minco, OK 73059, cshirley@minco.k12.ok.us, or by telephone at (405) 352-4867.
- E. Dating Violence: As defined by the Violence Against Women Act (“VAWA”), dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - 1. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- G. Decision Maker: This person will receive Title IX training and shall not have had any previous involvement with the Complaint or the investigation. The Decision Maker will make a determination of responsibility and determine sanctions and remedies after the investigation is completed. The Elementary School Principal is

designated as the Decision Maker for these matters.

- H. Domestic Violence: A felony or misdemeanor crime of violence committed by:
 - 1. a current or former spouse or intimate partner of the victim;
 - 2. a person with whom the victim shares a child in common;
 - 3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - 4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state; or
 - 5. any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.
- I. Investigator: The person(s) in charge of gathering facts and interviewing parties and witnesses who has received Title IX training will serve as the Investigator for these matters. The Investigator will be the Middle School Principal.
- J. Respondent: The person alleged to be responsible for the sexual harassment alleged in the 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.
- K. Sexual Assault: As defined by the Clery Act, sexual assault is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, including the following:
 - 1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
 - 2. Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.
 - 3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 4. Statutory Rape: Sexual intercourse with a person who is under the age of consent.
- L. Sexual Harassment: Sexual harassment includes:
 - 1. Any instance of "quid pro quo" harassment by a school employee;
 - 2. Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activities;
 - 3. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment;
 - 4. Any instance of sexual assault, dating violence, domestic violence, or stalking

as defined in this policy.

- M. Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- N. Supportive Measures: Supportive Measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures are not punitive or disciplinary and do not unreasonably burden any other person. Supportive measures may be provided to both the Complainant and the Respondent, and no Formal Complaint is necessary to implement the measures. Supportive measures will be kept confidential and will be implemented by the Compliance Officer. Supportive measures may include, but are not limited to, counseling services, extension of deadlines, modifications of work or class schedules, mutual restrictions on contact between individuals, and/or modified schedules.
- O. Unwelcome Conduct of a Sexual Nature: Unwelcome conduct of a sexual nature may include, but not be limited to, the following:
 - 1. verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
 - 2. touching, pinching, patting, or brushing against;
 - 3. unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines, or cartoons;
 - 4. sexual assault;
 - 5. comments regarding physical or personality characteristics of a sexual nature; and
 - 6. sexually-oriented kidding, teasing, double meanings, and jokes.

Sexual Harassment: Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

- 1. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
- 2. the harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee. An administrator or teacher who engages in a sexual relationship with a student will be considered guilty of sexual harassment;
- 3. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and
- 4. unlawful sexual harassment may occur without economic injury to or discharge

of the individual who is sexually harassed.

Posting Requirements: District will post, on its website, all materials used to train the Compliance Officer or Title IX Coordinators, Investigators, Decision-makers, and any other person who facilitates an informal resolution process.

Burden of Proof: Title IX proceedings require a “preponderance of the evidence” burden of proof, meaning that in order to prevail, the Complainant must introduce sufficient evidence that his/her claims are more likely true than not. 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 shall be investigated and considered.

Emergency Removal: District may remove a Respondent from its education program or activity if, after conducting an individualized safety and risk analysis, it determines that the Respondent poses an immediate threat to the physical health and safety of any student, staff or other individual. District will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

Reporting and Investigation:

- A. Victims of sexual harassment are encouraged to report such claims by utilizing the process set forth in this policy. Students may also report complaints of sexual harassment to the principal of the building at which the student attends school.
- B. Once an allegation of sexual harassment has been reported, District is deemed to have actual knowledge and must act. Actual knowledge may be attributed to any District employee. Once District has actual knowledge, District will notify the Complainant and the Respondent, or the parent/guardian of either the Complainant or the Respondent if either of the parties are under the age of eighteen (18), of the accusation of sexual harassment.
- C. If the Complainant does not proceed with a Formal Complaint, no further investigation or action will take place unless the Compliance Officer determines to initiate a Formal Complaint.
- D. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer and such action shall be considered a Formal Complaint. The Complaint shall, at a minimum, state the Complainant’s name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- E. Upon receiving a Formal Complaint, the Compliance Officer will conduct an initial assessment, may offer supportive measures, will notify parents if students are involved, and will notify the designated Investigator who will investigate allegations of discrimination. Additionally, the Compliance Officer may direct an

investigation without a Formal Complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.

- F. During the initial assessment, the Compliance Officer will determine whether the allegations rise to a violation of this Policy. The Compliance Officer will consider whether the allegations meet the definition of Sexual Harassment, whether the conduct occurred on District property or during District-sponsored activities, whether the Complainant is still a District student, whether the Respondent is no longer enrolled in District or an employee of District, and whether there are any other circumstance which would prevent the Investigator from gathering evidence sufficient to reach a determination as to the Formal Complaint and its allegations. If the Compliance Officer determines to dismiss a Complaint at the initial assessment stage, the Compliance Officer will provide written notice of the dismissal to the Complainant and the Respondent. If a Complaint is dismissed and the Respondent is a student, the District may address the issue under its Student Code of Conduct. If a Complaint is dismissed and the Respondent is an employee, the District may address the alleged conduct as a personnel matter. A Complainant or a Respondent may appeal the dismissal of the Complaint as set forth below.
- G. After receipt of a Formal Complaint from the Compliance Officer, the Investigator shall provide written notice to the Complainant and the Respondent of the allegations of the Complaint including if known, the identities of the parties, the date and location of the incident, and the specific alleged Policy violations. The notice will include a copy of the Title IX procedures, will state the Respondent is presumed not responsible until the determination of responsibility is final, and advise of the right to have an advisor of their choosing. Additionally, if the Compliance Officer determines that the Formal Complaint may be resolved without an investigation by providing the relief sought by the Complainant, the Compliance Officer may resolve the Formal Complaint.
- H. The Investigator will conduct a fair, thorough, and impartial investigation and provide both parties with an equal opportunity to present facts, witnesses, and evidence to support their positions. The Investigator may request that the Respondent submit a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- I. The Investigator shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Investigator. If reasonably possible, the investigation should be concluded within one hundred twenty(120) days after receiving the Complaint, but the Investigator may extend the period of time for an investigation by notifying the Complainant and the Respondent. Additionally, when a law enforcement agency is conducting an investigation into the same

alleged conduct, an investigation may be delay temporarily so as not to interfere with the law enforcement investigation and so as to meet the needs of the law enforcement investigation.

- J. Each party is entitled to select an advisor of their choosing to advise them during the investigation. An advisor may not be a witness in the investigation and may not be someone whose participation will create a conflict of interest. An advisor shall not act in a manner that obstructs or disrupts the investigative process.
- K. After completion of the investigation, the Investigator shall prepare a written report and shall provide a copy of the written report to the Complainant, the Respondent, and the Compliance Officer. The written report shall include a time line, a summary of the investigation including the statements of all persons interviewed, a synopsis of the evidence, and any applicable credibility determinations ("Investigative Report"). The Investigator shall include in an appendix all relevant physical or documentary evidence.
- L. The Complainant and the Respondent shall have ten (10) days to review the Investigative Report and provide written feedback and/or responses to the Investigator about the information contained in the Investigative Report. After the ten (10) day review period, the Investigator shall incorporate relevant elements of the parties' written responses to the Investigative Report, finalize the Investigative Report and provide it to both parties.
- M. The Investigator shall also refer the Investigative Report to the selected Decision Makers to make a determination regarding responsibility and, if applicable, take appropriate disciplinary action.
- N. Within ten (10) days of receipt of the final Investigative Report, the Complainant or the Respondent may submit written, relevant questions that the party wants asked of another party prior to the determination of responsibility. Both parties will be provided with answers and follow-up questions.
- O. After the ten (10) days to submit written questions, the Compliance Officer shall send a Notice of Decision-making to the parties and the Decision Makers. The Notice of Decision-Making shall include a description of the alleged violation, a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential disciplinary actions.
- P. Determination of Responsibility: Within sixty (60) days of the receipt of the Notice of Decision Making, the Decision Makers will review the Investigative Report to determine responsibility and will issue a written Determination of Responsibility which:
 - 1. Identifies the allegations that potentially constitute sexual harassment;
 - 2. Describes the District's procedural steps taken from receipt of the Complaint to the determination;
 - 3. Includes Findings of Fact to support the determination;

4. Includes Conclusions regarding applicable discipline;
5. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the District's educational programs or activities will be provided to the Complainant; and
6. The procedures and permissible basis for appeals.

Appeals: Within ten (10) days of receipt of Decision Maker's determination of responsibility or dismissal of a Complaint, either party may appeal for one of the following reasons:

1. A procedural error affected the outcome.
2. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
3. Conflicts of interest on the part of the Compliance Officer, Investigator, or Decision Maker that affected the outcome.

If an appeal is made, District will provide written notice of the appeal to both parties. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of receipt of the written notice to both parties of the appeal being filed. The appeal will be heard by an Appeal Officer who is not the Compliance Officer, the Investigator, or the Decision Maker. The Appeal Officer cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The Appeal Officer will receive training as mandated by law. The decision of the Appeal Officer will be final and nonappealable. The written decision of the Appeal Officer will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Retaliation: No person shall take any retaliatory action against a Complainant, a Respondent, or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth in District policies.

Confidentiality and Retention of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain records related to any Title IX investigation for a period of seven (7) years following completion of the investigation.

Revised: September 14, 2023

CIVIL RIGHTS POLICY

District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of District that District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status. For complaints of sexual harassment, refer to District policy BH. The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance.

Definitions:

- A. Complaint: A written complaint filed by a Complainant or signed by the Compliance Officer alleging discrimination on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status. This may be referred to as the Formal Complaint.
- B. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.
- C. Compliance Officer: An employee designated to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The High School Principal is designated as the Compliance Officer and may be reached at 311 S. 6th St., Minco, OK 73059, cshirley@minco.k12.ok.us, or by telephone at (405) 352-4867.
- D. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- E. Respondent: The person alleged to be responsible for the violation alleged in the 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.

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

- A. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- B. In addition to taking action with respect to a written complaint, the Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- C. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.
- D. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- E. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within one hundred twenty (120) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.
- F. Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.
- G. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board.
- H. Within ten (10) days of receiving a request for a review by the Board, the

Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.

- I. The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.
- J. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be final and non-appealable.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any Complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

Discipline: The Compliance Officer may recommend to the appropriate supervisory personnel that students or employees who are found to have engaged in discrimination in violation of District's policies prohibiting discrimination be disciplined. An employee may be subject to disciplinary action up to and including termination or non-reemployment. A student may be subject to disciplinary action up to and including suspension.

Retaliation: No person shall take any retaliatory action against a Complainant or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth above.

Adopted: December 12, 2022
Revised:

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, District cannot guarantee that students and employees will not access such material. However, District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

Acceptable Uses: District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

Prohibited Uses: According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization;

- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board;
- j. To engage in any illegal activity; or
- k. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student or employee who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District-provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education. Only regularly enrolled students of District shall qualify for such course credit and students enrolling in Internet courses shall be full-time students unless designated as suspended students or dropout students.

Education: District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Web Filtering: All internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254. District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - BM.

Employee and Student Use of Social Media: District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

I. Definitions:

A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube,

Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content sharing sites.

B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

II. Employee Guidelines: District's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media:

- A. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.
- B. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.
- C. District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.
- D. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- E. Externally communicating any confidential or privileged information related to District, its employees or students, not intended for public dissemination is prohibited and may be grounds for disciplinary action. District employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-worker's consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.
- F. Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the

superintendent or the superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.

- G. When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.
- H. District's name/logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.
- I. District employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.
- J. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

III. Student Guidelines:

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, or threats, or which advocates or depicts illegal activity, and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.

- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

IV. Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Adopted: December 12, 2022
Revised:

ACCEPTABLE USE AGREEMENT

To ensure that our students and employees become proficient in the information technology competencies essential for success in a 21st century learning environment, the District provides a variety of resources in support of our instructional and administrative programs. Students and employees may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is important that all members of the school community use technology responsibly, ethically and respectfully for the work of others.

Access to District technology resources is a privilege and not a right. To ensure that District technology resources remain available in working order, the District has established an Acceptable Use Policy and Guidelines which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the Acceptable Use Policy, procedures and guidelines related to District technology resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate use of technology resources, the District will ensure all students and staff receive access to age-appropriate technology resources and tools as well as on-going training in the safe, responsible, and effective use of our technology resources.

District technology resources include, but are not limited to: wired and wireless networks; desktop, laptop, and tablet computers; data shares; mobile devices; server resources; telecommunication systems and associated devices; student information systems; security systems and access control; email and instant messaging systems; learning management systems, etc.

In order to initiate and maintain access to District technology resources, all users must submit annually a signed Acceptable Use Agreement, non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of District policies are deemed as violations of school behavioral expectations and codes.

Please read this Technology and Internet Acceptable Use Agreement carefully. You must initial each section where indicated and sign and date it at the end.

- 1. Personal Responsibility and Safety.** I know that school computers and internet communication tools must be used properly and with respect.
 - a. I understand that using the District's computers and accessing the Internet is a privilege that is earned.
 - b. I understand that all the rules described in the District's discipline policy and

employee handbook and this Technology Use Agreement apply when I am using computers at school and whenever I am using District's technology and accessing the internet, even from home.

- c. I will immediately stop and tell the teacher or person in charge if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).
- d. If I find something that is not appropriate on the Internet, I will leave it right away and tell a teacher or employee supervisor.
- e. I will not show other students or fellow colleagues inappropriate content.
- f. I will report any misuse of the computer or the network to a teacher, principal, or direct supervisor.
- g. I will take care of the computer and all technology equipment as if it belonged to me.
- h. I understand that the District keeps a record of everything that is done on the computers and that things done on the internet can be traced back to the person who did it.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

2. Inappropriate Uses. I understand that District computers should be used for learning, not for playing games.

- a. I will only use District computers for classroom work assigned by the teacher and/or direct supervisor.
- b. I will not use District computers for playing games or socializing.
- c. I will not participate in chat rooms (or instant messaging) while I am at school/work, unless specifically directed to by my teacher for a particular assignment or my supervisor for work related tasks.
- d. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.
- e. I will not change the way the computer desktop looks or how it works.
- f. I will not attempt to bypass security measures on the district network.
- g. I will not download any software from the internet unless specifically directed to as part of a lesson or work assignment.
- h. I will not install any software on the school computer or the network.
- i. I will not buy, sell, or advertise anything using the District computer and network.
- j. I will not log into the computer or network with someone else's username and password.

I understand that improper use of District computers and the Internet could break the law and/or District rules resulting in discipline which could include suspension from school

or employee termination.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

3. **Digital Citizenship.** I will treat people with respect when using the computer and accessing the Internet.
- a. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on-line or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.
 - b. I will respect other students' and/or employees' work on the computer. I will not copy, change, or remove another student's and/or employee's work from the computer, the District network, or the Internet.
 - c. I will tell a teacher or administrator whenever I encounter anything on the Internet that I think may be inappropriate or a violation of District policies. I will do this in person or by flagging the questionable material and will immediately notify the teacher and District administrators.
 - d. I will not use email or messaging tools nor post and comment on blogs unless it is a specific part of an assignment and with the teacher's permission.
 - e. I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

4. **Online Behavior:** I will follow these guidelines when using the District's technology and accessing the Internet:
- a. I understand that things that are posted on the Internet can be seen by everyone at school and in the world.
 - b. I will not share personal information (either my own nor another student's) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number on the Internet.
 - c. I understand that once information has been posted online, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.
 - d. I will consider whom I am communicating with and think about how they might interpret my words.
 - e. I will give constructive criticism and comments in order to help people and not to make them feel bad.

- f. I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).
- g. I understand that authorities (police, FBI, Secret Service, etc.) have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.
- h. I will only post information that I can verify is true and I will not spread gossip about other students.
- i. I will not use “chat” or “text” lingo when posting or commenting on a blog, but I will use proper spelling and grammar. (For example, the following are not allowed: “2” instead of “to”, “lol” instead of “laughing out loud”, “l8r” instead of “later”, “brb” instead of “be right back”, etc.)
- j. I will not use excessive punctuation (For example: “!!!!!!”) nor all capital letters (which implies shouting). I will use words to convey meaning instead of relying on punctuation and capitalization.
- k. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.
- l. I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.
- m. I will not use online forums to cheat on tests or assignments.
- n. I will ask my teacher and/or supervisor for clarification whenever I am in doubt about any of the rules or guidelines.

I understand that I may face a range of discipline up to and including suspension from school or employee termination if I do not follow the guidelines listed above. I understand that using District’s technology and accessing the internet is an extension of our school learning environment and therefore, all District rules and expectations apply.

I understand this paragraph.

Student’s Initials _____ Parent’s Initials _____ Employee’s Initials _____

- 5. Service Expectations.** I understand that although the District has put security measures in place, it cannot guarantee that every bad website or inappropriate content will be blocked from student access. I also understand that the District does not guarantee that all students and/or employees will have access to computers, the Internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the District’s servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the District does store backups of the student and employee files on its servers.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

- 6. Privileges.** I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I don't use the computer properly or treat others respectfully on-line, I will lose that privilege and face disciplinary actions and my parents will be notified (students only).

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

7. Monitoring and Privacy Issues

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to pro-actively maintain and secure increasingly complex technology resources and systems the District, as the owner of the technology resources, reserves the right to monitor and review the use of these technology resources and will do so as needed to ensure that the systems are being used for District- related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

- a. Maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats;
- b. Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests; and
- c. Promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of District technology resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of District's technology resources, including any incidental personal use permitted in accordance with these regulations.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

REQUIRED SIGNATURES

STUDENT-USER: I understand that before I am allowed to use a District computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a teacher or administrator.

STUDENT:

Student's Name (print) _____ **Date** _____

Signature _____ **Grade** _____

Assigned School: _____

Student ID Number _____

PARENT/GUARDIAN:

Parent/Guardian's Name (print) _____

Signature _____ **Date** _____

FACULTY/STAFF-USER: I understand that before I am allowed to use a District computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other colleagues' and students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to my principal, director, or direct supervisor.

EMPLOYEE:

Employee's Name (print) _____

Signature _____ **Date** _____

Assigned Site/Department: _____

Adopted: December 12, 2022

Revised:

Bring-Your-Own-Device (“BYOD”)

Technology plays a large role in students’ and employees’ lives. Personal devices can enhance and enrich learning opportunities both at home and at school. District is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for its students and promote synergy and collaboration among teachers and staff.

1. General Information:

Access to the District wireless networks, whether with school-provided or personal devices, is filtered in compliance with the Children’s Internet Protection Act, 47 U.S.C. § 254. Access from personal devices is limited to Internet use only. Students and employees will not have access to any documents that reside directly on the school network from their personal devices.

Access to the District wireless networks is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and District policies. The use of the District’s network also allows information technology staff to conduct physical and remote investigations regarding inappropriate Internet use at any time, on all school-provided and personal devices.

2. Guidelines for use:

- a. Use of personal devices during the school day is at the discretion of teachers and staff or an employee’s supervisor. Students must use devices as directed by their teacher and employees must use devices for work related tasks.
- b. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.
- c. The use of a personal device is not to be a distraction in any way to teachers, students, or employees. Personal devices must not disrupt class or any work-related function in any way.
- d. The use of personal devices falls under District’s Acceptable Use Policy (**BJ**).
- e. Students will refrain from using personal devices inside of their classroom unless otherwise directed by their teacher or specific school-level policies and activities.
- f. Students and District personnel shall make no attempts to circumvent the District’s network security and/or filtering policies. This includes, but is not limited to, setting up proxies, downloading programs to bypass security, and setting up personal access points for wireless coverage.
- g. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

3. Consequences for Misuse/Disruption (one or more may apply):

- a. Device taken away for the period, a specified amount of time, or all day;
- b. Device taken away and kept in the front office until parent picks it up;
- c. Student and/or employee is not allowed to use personal devices at school or on District time;
- d. Disciplinary Referral resulting in ISS or OSS for students, or termination for employees.

4. School Liability Statement:

Students and employees bring their devices to use on District property at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

District is in no way responsible for:

- a. Personal devices that are broken while at school or during school-sponsored activities;
- b. Personal devices that are lost or stolen at school or during school-sponsored activities;
- c. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

District highly recommends that all users of personal devices used on District property have insurance on their devices that cover accidental damage and theft. Most warranty plans do not cover these areas.

RELATIONSHIPS WITH OTHER ENTITIES

Law Enforcement Agencies and Department of Human Services: District shall cooperate with law enforcement agencies in the investigation of criminal activities and with the Department of Human Services (“DHS”) in the investigation of incidents involving students. District shall allow law enforcement agencies or DHS to question students while in the custody of District upon notification to the Superintendent or other administrative officer. Questioning shall be conducted in private. The Superintendent or other administrative officer may determine if a District representative should be present during the questioning. If the representative of the law enforcement agency or DHS requests that a District representative not be present, the Superintendent or administrative officer shall document such request and permit the questioning of the student without the presence of a District representative. If a District representative is present during questioning, District representative shall prepare and maintain a record of the questioning which includes the date, time, place, persons present, and summary of discussion.

Business Organizations: District encourages cooperative efforts with local business and industry to provide programs, materials, and personnel which serve to enhance District curriculum.

News Media: District encourages positive relations with the press and other media. District may provide news releases or other communications in order to inform the public regarding events within District and other matters. All communications with the news media for the purpose of arranging news coverage, providing official statements from District, or responding to requests from the news media shall be directed to the Superintendent or the Superintendent’s designee.

Other School Districts: District may participate with and cooperate with other school districts regarding research, the exchange of information and data, the coordination of curriculum, and the coordination of school calendars and activities.

Civic Organizations: District may purchase memberships in Chambers of Commerce in order to promote District and to obtain information that may be used to provide education and training programs to the communities served by the Chambers of Commerce. The Superintendent may assign employees to attend meetings of the Chambers of Commerce. District encourages employees to be members of and to participate in other civic organizations but shall not pay any membership dues unless such is provided for in the employee’s contract or as requested by the Board.

DISTRIBUTION OF MATERIALS

General: Subject to the approval of the Superintendent, District may allow the distribution of literature or the posting of notices in buildings which relate to school activities, which are informational materials, or which relate to employment opportunities, community events, or cultural activities. District hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below. However, except as otherwise provided for community-based youth-related activities described below, no materials shall be distributed in District's elementary schools. The provisions of this policy do not apply to the distribution of official school publications, such as yearbooks or student newspapers. This policy shall apply to the distribution of non-school publications and materials by students.

Materials Not Allowed to Be Distributed: District shall not allow the distribution of materials which:

1. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
2. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;
3. attack ethnic, religious, or racial groups (i.e., "hate" material);
4. promote hostility, disorder, or violence;
5. promote, endorse, or oppose any political candidate, beliefs, party, or issues except as may be allowed by law to provide informational material concerning school bond elections and millage elections;
6. violate any applicable copyright laws;
7. invade the privacy of others;
8. promote illegal activities for minors;
9. are defamatory, libelous, misleading, or false;
10. are not age-appropriate; or
11. promote discrimination on the basis of race, color, national origin, disability, age, gender, sexual orientation, or gender identity.

Distribution Procedure: All materials sought to be distributed to students, other than materials regarding community-based youth-related activities, shall be submitted to the Superintendent and shall indicate at which school the material is sought to be distributed. Material which is acceptable for distribution shall be distributed on a table to be set up in a hallway or other common area of the specified school site. The person or entity distributing the material shall be responsible for delivering the material to be distributed, for placing it on the table, and for removing any remaining material at the request of District. Persons who deliver and/or place the material for distribution shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from commenting about or discussing with students the material being distributed. Teachers, principals, or other school employees or agents shall neither be involved in the distribution of material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. District shall not make any announcements or provide any publicity as to the distribution.

Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and District may prohibit the distribution of materials sought to be distributed by any person who violates this provision.

Youth-Related Activities: Those persons or entities which provide community-based youth-related activities, including but not limited to, Boy Scouts, Girl Scouts, Camp Fire, 4-H, Little League, and YMCA/YWCA, shall be allowed to distribute materials to students in the schools of District at any time determined appropriate by the principal of each school. Material to be distributed by community-based youth-related activities shall be reviewed by the Superintendent to determine that it regards a community-based youth-related activity and is appropriate for the age group to which it will be distributed.

Disclaimer Sign Required: Any material distribution point shall contain a statement which provides as follows:

These materials are neither sponsored by nor endorsed by the District, the Board of Education, its agents, or its employees. The views and the information contained in the materials do not reflect the approval or disapproval of the Board or the District and its administration.

Donation of Educational Materials: This policy shall not apply to library and educational materials which are offered for donation and accepted by District's administration for instructional use.

**RECORD RETENTION AND
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS**

The clerk of the Board will supervise the management of all records kept by District. The clerk, under the supervision of the Superintendent, is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by District.

The clerk of the Board, under the supervision of the Superintendent, shall receive all subpoenas or all non-routine requests for records in District.

Record Retention: The provisions of the Oklahoma Records Management Act do not directly apply to political subdivisions, such as District. However, political subdivisions are required by law to promote the principles of efficient records management for local records, including following the program established for state records as far as is practical. The following recommendations for record retention are primarily based upon the Oklahoma Records Management Act, United States Department of Labor Regulations, Equal Employment Opportunity Commission Regulations, and other state and federal regulations.

<u>Record</u>	<u>Retain</u>
Accident/Incident Reports <ul style="list-style-type: none">• Non-employee accident/incident• Employee accident/incident	<ul style="list-style-type: none">• 2 years after accident/incident• 5 years after accident/incident
Administrative Records	2 years
<ul style="list-style-type: none">• Agendas and Minutes• Audio recording of meetings	<ul style="list-style-type: none">• Permanent• Only until minutes are approved by Board of Education
Benefits information <ul style="list-style-type: none">• Informational materials about employee benefits	3 years after superceded
Bidding Materials <ul style="list-style-type: none">• Requests for Bids/Proposals• Bid Documents, including specifications and bids• Committee Reports or Recommendations	5 years after completion of project
Calendars/Appointment books	2 years

<p>Contracts</p> <ul style="list-style-type: none"> • All District contracts for goods or services, excludes personnel contracts 	5 years after date of conclusion or termination of contract
Collective Bargaining Agreements	Permanent
<p>Correspondence</p> <ul style="list-style-type: none"> • General correspondence- paper • General correspondence- e-mail • Duplicate correspondence, drafts, or other non-records 	<ul style="list-style-type: none"> • 3 years • 5 years • Only as long as needed, (ensure office of record retains)
<p>Court Orders</p> <ul style="list-style-type: none"> • Issued by judges requiring certain actions by taken by District 	2 years after exhaustion of all legal remedies
<p>Employee Assistance Program Documents</p> <ul style="list-style-type: none"> • Information about District's employee assistance program, including handouts and brochures 	3 years after superceded
<p>E-Rate</p> <ul style="list-style-type: none"> • technology plans, receipt and delivery records, pre-bidding, bidding, contract documents, application process, invoice documents, and all other such documents 	5 years after last date of service
<p>Federal Funding and Grants</p> <ul style="list-style-type: none"> • Records needed to support information provided on an application for federal funding (such as Impact Aid) or private grant 	3 years after fiscal year in which final payment received
<p>Financial Records</p> <ul style="list-style-type: none"> • All claims, warrants, contracts, purchase orders, invoices and other records • Documents relating to school activity funds • Records of bank activity • Records relating to audits 	5 years
<p>Fleet Management</p> <ul style="list-style-type: none"> • Maintenance Record 	Until vehicle is sold or disposed of
<p>Grievances and Complaints</p> <ul style="list-style-type: none"> • Records relating to employee grievances or complaints 	2 years after resolution or conclusion of grievance proceedings
Job Descriptions	3 years after superceded

<p>Litigation Materials</p> <ul style="list-style-type: none"> • Includes case file documents and all other records related to the subject of litigation • Includes Equal Employment Opportunity Commission inquiries and related records 	2 years after litigation has concluded or threat of litigation has passed
Maps of Real Property or District Boundaries	Permanent
Organizational Chart	Until superseded
Payroll records	5 years
<p>Personnel Files</p> <ul style="list-style-type: none"> • Includes applications for employment, regardless of whether the applicant was employed • Includes calculations of accrued but unused sick leave or vacation time 	5 years after termination, resignation, or application; or 2 years after the conclusion of litigation, whichever is later
Policies and Handbooks	Permanent; archive out of date material
Press Releases	3 years
Real Property Records	5 years after the disposition of the property
<p>Safety Records</p> <ul style="list-style-type: none"> • Records maintained pursuant to the Occupational Safety and Health Administration (“OSHA”) or Oklahoma Department of Labor Safety Division 	5 years after the conclusion of the year to which the records relate
<p>Student Records:</p> <ul style="list-style-type: none"> • Transcripts and Scholastic Records¹ • Special Education Records Related to Medicaid • Discipline Records • Other Records 	<ul style="list-style-type: none"> • Minimum of 80 years following graduation, transfer, or withdrawal of the student • 6 years • As needed • 5 years
<p>Tax documents</p> <ul style="list-style-type: none"> • Forms W-2, W-3, W-4, W-5, W-9 • Forms 1099 • Forms 941, 944, 945 • Quarterly FICA statements • Filed Returns • Reports 	5 years

¹Schools must prepare duplicate copies of these records, which must be filed in a separate building from the original, or in a fireproof vault.

Telephone Logs or Message Slips	Only as long as they are needed
Time Sheets/ Time Cards <ul style="list-style-type: none"> Includes documents maintained pursuant to Fair Labor Standards Act requirements 	3 years after reports accepted or audit
Unemployment Claims <ul style="list-style-type: none"> Records relating to unemployment claims 	5 years after conclusion
Vacancy Announcements	3 years
Worker's Compensation <ul style="list-style-type: none"> Includes summary of work-related injuries and records relating to individuals 	5 years

E-mail Archival and Retrieval: District will automatically archive all electronic mail transmissions sent or received from District e-mail addresses. The automatic archival of these e-mail transmissions is intended to assist the District in conducting its official business, investigations, and meeting its legal obligations under state and federal law.

Access to E-mail Transmissions: Access to archived e-mail communications shall be limited to authorized District personnel and limited in scope to that which is necessary to aid District in its investigation or other school business. **Employees must be aware that there is no reasonable expectation of privacy to the contents of any e-mail transmissions sent or received from District e-mail addresses,** and that the contents of all such transmissions may be subject to disclosure pursuant to the Oklahoma Open Records Act, District policy on records retention, and state and federal law.

Litigation Hold: If District becomes aware that litigation is pending or threatened, or if an investigation is being conducted into any student or personnel matter, all records relating to the subject of the litigation or investigation, including e-mails, must be maintained until the Superintendent or the Board of Education has deemed that the litigation or investigation has been resolved and the records are no longer necessary nor reasonably likely to become necessary.

Open Records: Materials to which the public has the right of access may be reproduced and provided to any citizen requesting such material in accordance with District Policy BA - Open Records.

SERVICE ANIMALS

District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its facilities, vehicles, and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees and students with disabilities.

Definition:

Service Animal: A “service animal” is defined as any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

1. Under the Americans with Disabilities Act (“ADA”), the service animal must be a dog. Other species of animals, whether wild or domestic, trained or untrained, do not qualify as service animals for the purposes of this definition.
2. The work or tasks of the animal must directly relate to the handler’s disability. This includes, but is not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.
3. An “emotional support animal” and a “therapy animal” are both considered a pet and do not qualify as a “service animal”.

Employee: “Employee” is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District’s Board.

Student: “Student” means a child who is currently enrolled at the District and includes the parents and/or guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements:

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a request for the use of a service animal to the

District's Director of Special Services. The request will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).

B. Requests for the use of service animals on District property will, whenever possible, be made at least three weeks prior to the proposed use of the service animal.

C. As part of the District's consideration of a request for the use of a service animal, District may require certain documentation, including, but not limited to:

1. Certification of proper vaccinations verified by a veterinarian and licensing as required law [Okla. Admin. Code 310:599-3-9.1] ;
2. Documentation that the handler for the service animal is properly trained; and
3. Documentation of adequate liability insurance.

D. District's review of a request for the use of a service animal may include consideration of a student's IEP or Section 504 records. The District may also require a meeting with and/or additional information from the employee or student requesting the use of a service animal.

E. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal and other activities or conditions deemed necessary by the District. The District's approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.

F. Service animals will wear proper identification, including a current rabies tag, and will always be on a leash or other form of restraint mechanism. A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [7 O.S. § 19.1(C)].

G. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the certified handler to provide proper handling of the service animal. The handler must be in full control of the service animal at all times. The handler of the service animal must follow any applicable municipal ordinances regarding cleaning up after the service animal defecates. All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

H. Service animals will be allowed in District vehicles only when:

1. It has been determined that the service animal is a necessary accommodation for the employee or student;
2. The inclusion of the service animal is documented as required on District transportation forms; and
3. The service animal is under the control of a properly trained handler at all

times, including entering and exiting the vehicle.

I. The responsibility for the care and supervision of the service animal rests solely on the employee or student. District is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

J. District retains discretion to exclude or remove a service animal from District property and transportation if:

1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
2. The service animal is not housebroken or the service animal's presence or behavior fundamentally interferes in the functions of the District;
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability: The employee or student will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal. Any costs incurred due to damage caused by the service animal will be the responsibility of the staff member or the parent/guardian of the student who uses the service animal on District property and/or at District functions.

Visitors: Any visitor requiring the accompaniment of a "service animal" for purposes of this policy is welcome in all areas of District facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

Appeals and Grievances: Any person dissatisfied with a decision concerning a service animal can file a grievance, using District's Civil Rights Policy – Policy BI.

Special Provisions for Miniature Horses: Requests to permit a miniature horse to accompany an employee, student or visitor with a disability in school buildings, in classrooms, or at school functions, will be handled on a case-by-case basis, considering: (a) the type, size, and weight of the animal and whether the facility can accommodate its features; (b) whether the animal is sufficiently controlled by the handler; (c) whether the animal is housebroken; and, (d) whether the animal's presence in the facility compromises the legitimate safety requirements for safe operation.

Adopted: December 12, 2022
Revised:

CHARTER SCHOOLS

Pursuant to Oklahoma law, District's Board may elect to sponsor a charter school, which seeks to accomplish one or more of the following goals:

1. Improve student learning;
2. Increase learning opportunities for students;
3. Encourage the use of different and innovative teaching methods;
4. Provide additional academic choices for students and parents;
5. Require the measurement of student learning and create different and innovative forms of measuring student learning;
6. Establish new forms of accountability for schools;
7. Create new professional opportunities for teachers and administrators, including the opportunity to be responsible for the learning program at the school site.

Application Process: A charter school application may be submitted to District by any legally authorized entity wishing to establish a charter school. A charter school application must contain those items identified in the Oklahoma Charter School Act. All charter school applications must be received in the Superintendent's office no later than October 1.

After the application is received by the Superintendent, the administration will review and evaluation the application and make a recommendation to the Board to either accept or reject the application. The Board will take action regarding the application within ninety (90) days of receipt of the application. Written notification of the acceptance or rejection of the application, and the reasons therefor, will be mailed to the applicants by certified mail, return receipt requested. If the proposal is accepted, the Superintendent shall negotiate a charter contract to be submitted for Board approval, and if approved by the Board, the Superintendent shall notify the State Board of Education of the sponsorship and shall include in such notice a copy of the charter school contract. If the proposal is rejected, the applicants may resubmit a revised application for reconsideration within thirty (30) days of the rejection, and the Board will respond to the revised application within thirty (30) days.

If the Board rejects the application on reconsideration, the applicant may appeal the decision to the State Board of Education as provided by law.

Charter Contract: Board approval of a charter school application will allow the Board's legal counsel and/or Superintendent to prepare a charter school contract with the applicant. The contract will contain all of the legal requirements set forth in Oklahoma law. The charter contract must be approved by the Board. As part of the charter contract, District may establish reasonable preopening requirements or conditions to monitor the start-up process of the charter school and to ensure that the charter school meets all building, health, safety, insurance and other legal requirements for the opening of a school. The charter school will be required to submit performance data to the State Department of Education as required by law.

Approved contracts shall be effective for five (5) years from the first day of operation. A charter contract may be renewed for successive five-year terms of duration, although District may vary the term based upon the performance, demonstrated capacities, and particular circumstances of each charter school. District may grant renewal with specific conditions for necessary improvements to a charter school.

The charter contract will specify that the charter school will receive from District the State Aid allocation and any other state-appropriated revenue generated by its students for the applicable year less five percent (5%) of the State Aid allocation, which will be retained by District as a fee for administrative services rendered.

The charter school contract will allow the charter school to participate in any federal or state grant program for which it is eligible. Any such funding received will be in addition to the school's State Aid allocation. The charter school contract will require the charter school to make all expenditures in compliance with all state regulations and laws.

Evaluation of Approved Charter Schools: District will evaluate each sponsored charter school annually. The evaluation shall consist of:

1. Review of student performance and progress. Each charter school shall be evaluated based upon the individual school's mission and program;
2. Review of each school's finances;
3. Review of compliance with the school's student admissions, discipline, and dismissal policies.

District may require each District-sponsored charter school to make a presentation to the Board at a mutually agreed upon time. The presentation shall include an update on the school's purpose and cover student academic performance as well as other relevant information that the Board may use to effectively evaluate the school's performance. During the presentation, the school may also address requests to make changes to the original charter application. Such requests will be made a part of the application for renewal of the charter school contract.

Renewal of Charter School Contract: As required by law, prior to the beginning of the fourth year of operation of a charter school, the school administration shall issue a charter school performance report and charter renewal application guidance to the charter school board. The performance report shall summarize the performance record to date of the charter school, based on the data required by the Oklahoma Charter Schools Act and the charter contract. The report shall take into consideration the percentage of at-risk students enrolled in the school, and shall provide notice of any weaknesses or concerns perceived by the school administration concerning the charter school that may jeopardize its position in seeking renewal if not timely rectified. The charter school shall have forty-five (45) days to respond to the performance report and submit any corrections or clarification for the report.

Prior to the beginning of the fifth year of operation, the charter school may apply for renewal of the contract with the school district. The renewal application guidance shall, at a minimum, provide an opportunity for the charter school to:

- a. Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal,

b. Describe the improvements undertaken or planned for the school, and

c. Detail the plan for the next charter school term for the school.

The renewal application guidance shall include or refer to the criteria that will guide the renewal decisions of the Board, which shall be based on the performance framework set forth in the charter contract and consistent with the Oklahoma Charter Schools Act.

District may deny the request for renewal of sponsorship of the charter school if it is determined that the charter school has failed to complete the obligations of the contract or to comply with the provisions of the Oklahoma Charter School Act. The school district must give written notice of its intent to deny the request for renewal at least eight (8) months prior to expiration of the contract in accordance with state law.

District's Board may terminate a contract during the term of the contract for failure to meet the requirements for student performance contained in the contract, failure to meet the standards of fiscal management, breach of the charter school contract, violations of the law, or other good cause. Any such termination shall comply with the applicable law.

Adopted: December 12, 2022
Revised:

MEDICAL MARIJUANA AND RELATED ITEMS

Medical Marijuana: Medical marijuana is not permitted upon school grounds, in school vehicles or buses or at school-related activities except as stated in this policy.

Employees: During hours of employment, on school grounds, in school vehicles or buses, or at school-related activities, employees are not permitted to be under the influence of marijuana, including medical marijuana.

District will not take adverse action against an employee solely because the employee holds a medical marijuana license. District may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school, while engaged in school-related activities or duties, on school vehicles or buses, or during the hours of employment as per 63 O.S. § 425A. An employee who possesses a medical marijuana license is not subject to discipline solely upon the results of a drug test showing positive for marijuana or its components. However, an employee who possesses a commercial driver's license ("CDL") and a medical marijuana license is subject to discipline (as it relates to the duties for which the employee possesses the CDL) upon the results of a drug test showing positive for marijuana or its components.

Students: Students are not allowed to possess medical marijuana during the school day, on school grounds, in school vehicles or buses, at school-related activities, except as authorized by this policy. Students whose medical condition requires the use of medical marijuana during the school day are allowed to access and utilize medical marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a parent or legal guardian to administer medical marijuana to students at school. The parent or legal guardian is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the parent or guardian will follow District protocol with regard to check in and departure.

Students are not allowed to smoke or vaporize medical marijuana or medical marijuana products. Students are permitted to use nebulizers or other aerosolized medical devices.

At no time will marijuana be grown or stored on school premises. School employees will not under any circumstances:

- a. Assist students in obtaining or using medical marijuana;

- b. Store medical marijuana for students;
- c. Take and/or use a student's medical marijuana;
- d. Serve as a student's designated legal guardian or caregiver, unless the student is the child or in the legal custody of the employee.

District reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program ("IEP") and such procedures are consistent with state and federal law, those provisions will take precedent over this policy. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

Marijuana-related products including cannabidiol ("CBD"): For purposes of this policy, the term "marijuana-related product" includes any product or substance referred to in state law, Title 63 O.S. §2-101 (23) (a)-(f)), but excluded from the definition of marijuana in state law. The term "marijuana-related product" includes cannabidiol ("CBD").

Employees: During hours of employment, or on school grounds, in school vehicles or busses, or at school-related activities, employees are not permitted to be under the influence of any marijuana-related product. Any employee who violates this policy is subject to discipline, including termination or non-renewal, as permitted by state law.

Students: During the school day, or on school grounds, in school vehicles or busses, or at school-related activities, students may not possess or be under the influence of any marijuana-related product. Any student who violates this policy is subject to discipline as permitted by District policy and regulation.

Students whose medical condition requires the use of marijuana-related product during the school day, are allowed to access and utilize such products in accordance with state law. School personnel are not legally permitted to administer marijuana-related products to students. The district will provide a private location for a parent or legal guardian to administer to students at school. The parent or legal guardian is responsible for bringing the marijuana-related product to the qualifying student and promptly removing the product from the premises after consumption or use.

Upon arriving at school, the parent or guardian will follow District protocol with regard to check in and departure.

If a student on an IEP has specific procedures regarding a marijuana-related product that are written into the IEP and such procedures are consistent with state and federal law, those provisions will take precedent over this policy. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

Adopted: December 12, 2022
Revised:

PROHIBITION OF RACE AND SEX DISCRIMINATION

District does not discriminate on the basis of race or sex and shall comply with 70 O.S. §24-157 and Oklahoma Administrative Code 210: 10-1-23 in the enactment of this policy. In addition, the provisions provided for herein shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards.

No teacher, administrator, or other employee of the District shall require or make part of a course the following concepts:

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

Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation of 70 O.S. §24-157 or 210: 10-1-23. In order for a complaint to be accepted for investigation, it must:

- A. Be submitted in writing, signed and dated by the complainant (and a parent/guardian if the complainant is under 18), including complaints submitted through electronic mail that include electronic signatures;
- B. Identify the dates the alleged discriminatory act occurred;
- C. Explain the alleged violation and/or discriminatory conduct and how 70 O.S. §24-157 or 210: 10-1-23 have been violated;
- D. Include sufficient relevant information to enable District to investigate the alleged violation; and
- E. Identify witnesses the school may interview, if applicable, provided the school will not dismiss a complaint for failure to identify witnesses.

District designates the Superintendent to receive reports of violations of this policy. District will

ensure that the Superintendent is unbiased and free of any conflicts of interest. Complaints may be submitted via e-mail at ksims@minco.k12.ok.us or via telephone at (405) 352-4867. Within ten (10) days of receipt of the complaint, the Superintendent will notify the complainant that the complaint has been received and whether it will be investigated. District shall investigate all legally sufficient complaints and make a determination as to whether a violation has occurred. Except as specifically provided for herein, District will receive, process, and investigate complaints filed pursuant to this policy in the same manner in which it processes and investigates all other complaints of discrimination, see Policy BI. The investigation will be completed within forty-five (45) days of receipt of the complaint and the complainant shall be notified in writing of the final determination, including District's findings of whether a violation occurred. Within ten (10) days of resolution of the complaint, the Superintendent shall report the resolution to the State Department of Education ("SDE").

No individual shall be retaliated against for: filing a complaint; or exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; or exercising any right or privilege secured by a law referenced in 210: 10-1-23 of the Accreditation Standards. Any employee who retaliates against a complainant shall be subject to disciplinary action by the District or the State Board of Education ("SBE"). Any teacher who files a complaint pursuant to the provisions of this policy or who otherwise discloses information the teacher reasonably believes evidences a violation shall be entitled to applicable Whistleblower Protections. However, any teacher or other employee who willfully, knowingly and without probable cause makes a false report may be subject to disciplinary action by the District or the SBE.

Adopted: December 12, 2022
Revised:

MINCO PUBLIC SCHOOLS: DISTRICT FORM

BR-F**PROHIBITION OF RACE AND SEX DISCRIMINATION COMPLAINT FORM**

On the _____ day of _____, 20____, _____
violated 70 O.S. § 24-157(B) and Oklahoma Administrative Code 210: 10-1-23 by requiring or
making a part of a course the following discriminatory principle(s) (please circle all that apply):

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

Please provide an explanation of the alleged violation, including how the item(s) listed above was/were violated, names and contact information for any individuals who may be able to corroborate the allegation, and any other relevant information that could assist the District with its investigation.

I understand that by signing this form, I am verifying that all of the information provided for herein is accurate and truthful to the best of my knowledge.

Complainant Name (printed)

Date

Complainant Signature

Parent/Guardian Signature (if under 18)

Adopted: December 12, 2022
Revised:

MANAGEMENT AND ACCOUNTING OF FUNDS

General: The Board and the employees of District are charged with a public trust to receive, expend, and account for the monies and property of District. These resources are to be managed in an efficient and lawful manner, with the objective of maximizing their availability for and contribution to District's educational programs. Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that District take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept shall be incorporated into the Board's operations and into all aspects of District management and operation. No indebtedness shall be created in excess of the funds on hand available for payment of such indebtedness, except as provided by law. No District funds shall be used to pay for any indebtedness created in excess of the total adopted budget for expenditures for such funds, except as provided by law. The Superintendent shall be responsible for receiving and properly accounting for all funds of District, pursuant to District policy and applicable law.

Accounting System: District shall utilize an accounting system which conforms to the requirements of the State Department of Education and to good accounting practices and procedures.

Audits: An audit of District's financial records shall be prepared as required by law and shall be presented to the Board for examination. The Superintendent shall be responsible for filing copies of the audit as required by law. In addition to the annual audit, District may contract for other audits as it deems necessary.

Internal Control: With regard to internal controls, District will:

- (A) Establish and maintain effective internal control over Federal awards, with the Superintendent or Superintendent's designee setting the internal control and assuring compliance. These internal controls will be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission ("COSO").
- (B) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

- (C) Evaluate and monitor its compliance with statute, regulations, and the terms and conditions of the Federal awards.
- (D) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (E) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or district considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

Deposits: As required by law, the Treasurer shall be responsible for the deposit of all revenues received by District in District's depository bank. The Treasurer shall maintain a record of all revenues and deposits and shall provide periodic reports to the Board. Subject to applicable state law, the Board shall select a depository bank for depository bank services.

Investments: The Treasurer shall invest District funds, including general funds, building funds, bond funds, activity funds, and sinking funds, which are not required for immediate expenditure, in those instruments, obligations, and investments authorized by law. Interest earned from an investment shall be deposited to the credit of the fund from which the investment was made. The Treasurer shall maintain appropriate records of all investments made and interest received and shall provide periodic reports to the Board regarding the District's investments.

Investments shall be made with the judgment and care which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, considering the safety of their capital as well as anticipated income, diversification, yield, and maturity. Investments shall be made in a way so as to reasonably maximize the return on the investment, taking into consideration capability of investment management. District may require the Treasurer to complete an investment education program to educate the Treasurer regarding the safety, return, liquidity, costs, and benefits of the various investment options allowed by law.

The Treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, District shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested. To determine that school funds are properly secured, the Treasurer shall obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The Board shall utilize said documents in reviewing the investment performance of the Treasurer.

The Board shall review the investment performance of the Treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the Treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the District.

Warrants: Warrants for the payment of District funds shall be issued according to law. The Treasurer shall maintain a register of warrants. All warrants shall be signed by the President, the Clerk of the Board, and the Treasurer. The signatures of these persons may be facsimile signatures as authorized by law. No blank warrants shall be signed. Any void warrant shall be so marked and shall have the signature section removed and destroyed. The Treasurer shall retain void warrants.

Reports: The Administration shall prepare and present to the Board periodic financial reports which show the financial condition of the District.

Receipts: A receipt shall be issued by the person receiving any funds and a copy shall be provided to the Treasurer.

Cash: When an employee collects cash, it shall be receipted and returned to the designated custodian of the fund for which collection was made as soon as possible. No cash shall be left in any school building overnight by any school employee except that up to \$100 in cash may be placed in the school safe with proper permission.

Checks: Checks tendered to District shall have the person's name, address, phone number, and driver's license number. Returned checks may be assessed a service charge equal to the amount charged by District's bank plus \$20.00. District may turn over returned checks to law enforcement officials for collection.

Credit Cards: District may obtain a credit card or cards to be utilized by designated District employees. The Superintendent is hereby authorized to utilize a District credit card for travel and meal expenses for District employees and Board members and for purchasing items required for school purposes. When purchases are related to travel expenses, the employee shall comply with all requirements of the District's Travel and Expense Reimbursement Policy.

When utilizing a District credit card, the employee must submit original itemized receipts of purchases. The credit card statement shall not be sufficient documentation. If a receipt or other evidence of payment is lost or impossible to furnish, the employee shall provide a full written explanation for the lack of a receipt and shall provide a detailed, itemized statement of the items or services purchased with the District's credit card.

District will keep credit cards locked in the Business Manager's Office when not being used. The use of the credit card will be carefully controlled by the Business Manager. Upon approval by the Business Manager's Office, the credit card may be checked out of the Business manager's Office by the employee who is serving as a sponsor for a Board-approved activity.

A card log will be maintained in the Business Manager's Office and will include: the signature of the employee checking out the credit card; the date the card is checked out; the date the card is returned. Purchases may only be made by the employee whose signature is recorded in the usage log. Use of facsimile signatures will be permitted by authorized officers, such as a member of the Board, the Superintendent, the Chief Financial Officer, and the Treasurer.

Annually, the Board shall approve a blanket purchase order which shall set forth the allowed uses of District's credit cards and estimated amounts to be charged during the fiscal year. Purchases not covered by the blanket purchase order shall be individually approved by the Board prior to the expenditure. Any purchases which are not approved by the Board will be reimbursed to District within 10 days of notification. Anyone making such purchases may be prohibited from future use of District credit cards.

Personal usage is prohibited at all times. All usage will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy in order to be recognized.

Use of Facsimile Signatures: The use of facsimile signatures shall be limited to use by authorized officers of District. A facsimile signature is a signature reproduced by engraving, imprinting, stamping, or other means. An authorized officer includes a member of the Board, the Superintendent, the Chief Financial Officer, and the Treasurer. Any authorized officer may execute or cause to be executed with a facsimile signature in lieu of a manual signature any contract, agreement, certificate or similar document in those instances in which the authorized officer's signature is required or permitted. In instances where the authorized officer is utilizing his/her facsimile signature in lieu of a manual signature on any public security, the authorized officer must file with the Oklahoma Secretary of State his/her manual signature certified by him/her under oath. Upon compliance with the Uniform Facsimile Signature of Public Officials Act, the authorized officer's signature has the same legal effect as his/her manual signature.

BUDGET PROCESS

District's budget describes the funding of District's programs to be conducted during the fiscal year from July 1 to June 30 and is the operational plan, stated in financial terms, for the conduct of District's programs. A budget is required for every fund that District has, including, but not limited to, general funds, building funds, bond funds, sinking funds, and such other specific funds as may be maintained. It is the goal of the District to establish and maintain in the General Fund a fund balance (carryover) of at least six (6%) percent of the current year's revenue. No District funds shall be used to pay for any indebtedness in excess of the total adopted budget for expenditures for such funds except as provided by law.

The Superintendent or the Superintendent's designee shall be responsible for preparing, presenting, and administering District's budget. The budget shall be prepared, presented, and adopted according to applicable laws and regulations.

Once adopted, the Superintendent or the Superintendent's designee shall be responsible for administering District's budget and for ensuring that the expenditures of funds do not exceed the amounts allocated for expenditures. In administering the operating budget of District, the Superintendent or the Superintendent's designee shall comply with all legal requirements of the State of Oklahoma and with the rules and regulations of the State Department of Education. The Superintendent or the Superintendent's designee shall prepare any financial reports required by the Board or the State Department of Education.

PURCHASING

General: The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the District's programs and services represent a significant expenditure of District funds. Therefore, purchases shall, when practicable, be made competitively and without prejudice in order to obtain the maximum educational value for every dollar expended.

Purchasing shall be made with consideration given to the following criteria:

1. best possible quality;
2. lowest possible cost which meets the specifications required;
3. availability of goods or services;
4. least possible expenditure of time for person requesting; and
5. suppliers' and vendors' compliance with Board policies and past performance.

Purchasing Authority: The Board authorizes the Superintendent to expend up to twenty-five thousand dollars (\$25,000.00) without Board approval. The Board also authorizes the Superintendent to approve expenditures for the purchase of supplies, equipment, and services from District funds according to the District's approved budget. The Superintendent is further authorized to delegate purchasing authority to those persons designated in Administrative Regulation specifying the purchasing authority of each such person to whom the authority is delegated. Employees who make purchases without appropriate authority or proper paperwork may be held personally liable for such purchases and may be subject to disciplinary action.

All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations. When a purchase has been approved by the Superintendent, the price may be adjusted by up to ten percent (10%) to accommodate slight increases in price or other adjustments. The Board's approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

Purchasing Procedures: The Administration shall develop, maintain, and implement purchasing regulations and procedures consistent with this policy. Such regulations and procedures shall specify when solicitations, bids, and quotations are required to be utilized and may require the supplier to provide those affidavits required by law. The District shall have the right to refuse any and all bids or quotations even though the bid or quotation may be the lowest.

Bids or quotations shall not be required for purchases of:

1. insurance,
2. bonds,
3. sureties,
4. professional services,
5. consulting services,
6. services of independent contractors,
7. testing and evaluation services,
8. used vehicles, equipment, and fuel for transportation,
9. services, supplies, and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central Services, and
10. items provided only by a single vendor.

Any regulations and procedures developed and implemented by the Administration may provide for the purchase and the storage of items in bulk when such purchases will result in the efficient and economical procurement of such items and may provide for the establishment and publication of a list of low-bid items and vendors for commonly used items of small unit value.

Public Competitive Bidding Act: All purchases subject to the Public Competitive Bidding Act of 1974 (61 O.S. § 101 et seq.) shall be made in accordance with and compliance with the provisions of the Act.

Receipt of Items Purchased and Payments: The Administration shall develop, implement, and maintain procedures and any necessary forms for the verification of delivery where applicable and the payment of vendors, contractors, and providers.

Official Purchasing Document Policy: The pre-approval expenditure/purchase request form will stand as the official purchasing document. The official Purchase Order printed from the system will be attached to the original purchasing document after the warrant is issued. The Encumbrance Clerk will date and initial the original requisition form before requisition assignment into system verifying it has been encumbered.

Adopted: December 12, 2022
Revised:

PURCHASING REGULATIONS

Procurement Standards and Vendor Selection: District maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

1. Standards of Conduct:

- A. No employee, officer, or agent should participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - i. A real or apparent conflict of interest exists where the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the aforementioned parties, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- B. Officers, employees, and agents of district must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Five Hundred Dollars (\$500.00) or less.
- C. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
- D. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
- E. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

2. District will avoid acquisition of unnecessary or duplicative items and will consider consolidating or breaking out procurements to obtain a more economical purchase. If appropriate, district will conduct an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economically feasible approach.
3. District will utilize Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. District will award contracts only to responsible contractors possessing the ability to successfully perform under the terms and conditions of a proposed procurement. Among the relevant factors to consider will be: contractor integrity, compliance with public policy, record of past-performance, and financial and technical resources.
5. District will maintain records sufficient to detail the history of procurement, including, but not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. District will also maintain accurate records showing the flow and retention of forms including, but not limited to requisitions, purchase orders, petty cash and cash reimbursement receipts. Records will be maintained in accordance with legal requirements.
6. District will consider time and material type contracts only if a determination has been made that no other contract is suitable and only if the contract includes a ceiling price that the contractor exceeds at its own risk. A time and material contract consists of a contract whose cost to district is the sum of:
 - A. The actual cost of materials; and
 - B. District labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - i. Since this formula generates an open-ended contract price, a time and materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. District must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
7. District will be solely responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to: source evaluation, protests, disputes, and claims.

Procurement Methods. District will use one of the following methods of procurement:

- A. **Procurement by micro-purchases:** the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000. To the extent practicable, district will distribute micro- purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if district considers the price reasonable.

- B. **Procurement by small purchase procedures:** Simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

- C. **Procurement by sealed bids (formal advertising):** Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is preferred for procuring construction if:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - iv. If sealed bids are used, the following requirements apply:
 - 1. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
 - 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - 3. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - 4. A firm fixed price contract award will be made in writing to

the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

5. Any or all bids may be rejected if there is a sound, documented reason.

D. **Procurement by competitive proposals:** the technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. The following requirements apply when this method is used:

- i. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals will be considered to the maximum extent practical;
- ii. Proposals will be solicited from an adequate number of qualified sources;
- iii. District will have a written method for conducting technical evaluations of the proposals received and for selected recipients;
- iv. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- v. District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a factor for selection, can only be used in procurement of A/E professional services.

E. **Procurement by noncompetitive proposals:** procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- i. The item is available from a single source only;
- ii. The public exigency or emergency for the requirement will not

permit a delay resulting from competitive solicitation;

- iii. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from district; or
- iv. Following solicitation of multiple sources, competition is determined to be inadequate.

Adopted: December 12, 2022
Revised:

MINCO PUBLIC SCHOOLS: DISTRICT FORM

CD-F**APPLICATION FOR SANCTIONING
OF PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Organization Name: _____

Officer's Name	Position	Term Ends	Address	Phone Number
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Describe how officers are appointed or elected: _____

Are dues or fees required to be a member of the organization? Yes No

If yes, explain: _____

Describe the organization's purpose: _____

Proposed list of fundraisers:

Month

A. _____	_____
B. _____	_____
C. _____	_____

Proposed list of monetary contributions:

Est. Amount

A. _____	_____
B. _____	_____
C. _____	_____

Proposed list of material contributions:

Est. Value

A. _____	_____
B. _____	_____
C. _____	_____

Please attach a copy of the organization's by-laws and/or constitution to this application and submit to the Superintendent. Reapplication for sanctioning is required annually.

Signature of Applicant: _____ Date: _____

Adopted: December 12, 2022

Revised:

SCHOOL ACTIVITY FUNDS

General: The purpose of the School Activity Fund is to promote the general welfare, education, and morale of all students and to finance extracurricular activities of student body organizations. The Board shall exercise complete control over all School Activity Funds. At the beginning of each fiscal year and as needed during each fiscal year, the Board shall approve all Activity Fund sub-accounts, all fund-raising activities, including but not limited to fund raising drives held in schools, and all purposes for which the monies collected can be expended. An annual audit of all School Activity Funds shall be made by a certified public accountant selected by the Board. As necessary, the Superintendent may develop, implement, and maintain written regulations and procedures governing School Activity Funds.

Activity Fund Custodian: The School Activity Fund Custodians shall provide the Board with periodic financial reports reflecting the status of each sub-account. A School Activity Fund Chart of Accounts shall be maintained by the School Activity Fund Custodians and shall include the sub-accounts approved by the Board. The School Activity Fund Custodians shall be appointed by the Board and shall provide a surety bond in an amount to be determined by the Board, but not less than \$1,000.00, for which the premium shall be paid by the School Activity Fund. Prior to the beginning of each fiscal year, the Treasurer shall review the amount and nature of financial transactions that have occurred in the School Activity Fund during the prior year and, subject to the approval of the Superintendent, shall make a recommendation to the Board as to the amounts of the surety bonds required for the School Activity Fund Custodians for the following fiscal year.

Fund-raising Activities and Revenues: Projects for raising revenue for the School Activity Fund shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Revenue from those sources identified by statute and proceeds from Board-approved fund-raising activities shall be deposited, as received and without making any withdrawals, reimbursements, or substitutions, and shall be credited to the appropriate School Activity Fund sub-account. Contracts with third-parties for School Activity Fund fund-raisers must be submitted to the Board for approval. The School Activity Fund Custodian or designee shall issue receipts whenever money is received, and such receipts shall state the name of the person or entity from whom the funds are received, the date received, and the amount received. Provided, if the amount received from any one person is under five-dollars (\$5.00), the receiver may maintain a record by listing the name of the person remitting and the amount received from the person and no other receipt is necessary.

District shall assure that the public is informed concerning fund-raising activities through a Board meeting and/or through other communication with the community. Students and faculty will be allowed to take collections and solicit funds for flowers or gifts in such instances as the death of a student or an employee. However, permission to take collections and/or solicit funds under such circumstances must be granted by the principal at the school site. The Superintendent or his/her designee may approve District-wide solicitations and collections.

Disbursements: Purchases from School Activity Fund accounts may only be made by the sponsors of the activity or person designated to be responsible for a sub-account and shall be done utilizing the purchasing procedures provided for in Policy CC - Purchasing. No funds from a School Activity Fund sub-account shall be used for any purpose other than the purposes for which the account was created, unless there is a transfer of funds approved by the Board. District and its School Activity Fund shall not be liable for any purchase or obligation entered into by any individual or organization unless the procedures required for disbursements from the School Activity Fund have been followed in advance of such purchase or obligation.

The School Activity Fund Custodians may provide cash advances to the sponsors of groups, classes, or organizations for travel expenses of students and sponsors. Any cash advance shall only be paid from the School Activity Fund sub-account directly involved in the travel and only if the travel is one of the stated functions or purposes for the account. Receipts for all expenditures of cash advances shall be kept and shall be submitted to the School Activity Fund Custodians upon completion of travel.

Where practical and feasible, money raised from the student body as a whole shall be expended so as to benefit the student body as a whole and shall not be expended for the benefit of a special group. When possible, School Activity Funds shall be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.

General Fund Refund Account: A General Fund Refund Account may be established within the School Activity Fund and may include revenue from fees for the rental or use of District property or equipment, reimbursement for loss or damage to District property or equipment, reimbursement for services, and reimbursement for payment of substitute teachers. Such revenue shall be deposited to the credit of the "General Fund Refund Sub-account", and the source of such revenue shall be itemized and recorded. Periodically, the Treasurer may transfer funds deposited to the credit of the "General Fund Refund Sub-account" of the School Activity Fund to the General Fund.

Petty Cash Account: A Petty Cash Account may be established and maintained as provided by law.

Organizations Exempt from School Activity Fund Limitations and Sanctioned by the Board of Education:

District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board and confer a benefit to the students of 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, 70 O.S. § 5-129.

1. District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of District, are beneficial to students and meet the requirements of this policy.

2. In determining whether a student achievement program or a parent-teacher associations and organization should be sanctioned by District, the Board may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of 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; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

3. An application by a student achievement program or by a parent-teacher association or organization to the Board requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) a financial audit, if any, which has been performed on such program, association, or organization by an independent accounting firm.

4. An application shall be submitted to the Superintendent for preliminary review. After the program, association, or organization's application has been reviewed by the Superintendent, the Superintendent shall make a recommendation to the Board. The Board shall review the application and shall sanction or decline to sanction the applicant. The decision of the Board is final and non-appealable.

5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the Superintendent or the Board may require from any such program, association or organization, on an annual basis, that a financial audit be performed on the program, association or organization by an independent accounting firm. If required by the Superintendent or the Board, the audit shall be submitted to the Superintendent within ninety (90) days of the request. The Board shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds.

6. Each sanctioned program, association, or organization must maintain cash management and financial controls that are appropriate for it to properly account for all funds received and all expenditures of funds, including the identification of all goods or services purchased. The Board has adopted suggested financial accountability guidelines for sanctioned organizations. While sanctioned programs, associations and organizations are not required to implement the procedures outlined in those guidelines, the guidelines indicate a level of financial

control that the Board considers appropriate.

7. District personnel, including coaches and sponsors, may not accept money or anything of value from a sanctioned program, association, or organization without the prior written authorization from the Superintendent or an employee designated by the Superintendent. Specifically, coaches and sponsors shall not be paid for services rendered by any program, association, or organization. District personnel may not take custody of or store any funds belonging to or raised by a sanctioned program, association, or organization, except in extraordinary circumstances and with the approval of an administrative official.

8. The Superintendent or the Board may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the Board or Superintendent.

9. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of District. The student achievement program, parent-teacher association, or organization shall receive prior notice of the Board's intent to consider the withdrawal of sanctioning and shall be permitted an opportunity to present reasons and evidence as to why the withdrawal should not occur. Any decision of the Board to withdraw sanctioning is final and non-appealable.

10. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by District under this policy or that it is authorized to represent District.

11. Neither District, the Superintendent, the Board, nor any District personnel shall incur any liability for the acts, errors or omissions of any sanctioned organization, unless the person was directly involved in the operation of the sanctioned program, association, or organization.

12. No fund-raising activities will be conducted within District's schools during school hours without proper notification to and approval from the Superintendent. Students will not participate during regular class periods unless approved by the Superintendent. Coaches and/or sponsors will not be compensated by the District for participation in the program, association or organization.

13. The program, association, or organization may not use District materials in advertising its activities. Use of District property by the organization for its activities will meet all regulations established by the Board.

14. All funds raised will be used to achieve the stated purposes and goals of the organization. No stipends or administrative fees will be permitted to officers or others. If the organization is abolished or ceases to exist, all remaining funds after the financial responsibilities are satisfied shall be deposited into the general fund activity account.

15. District shall not accept contributions from the organization unless approved by the Board.

16. The organization must maintain bank, financial, and tax-exempt status separate from District.

17. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to District controlled and/or owned properties, or provide academic achievement awards and other education recognition to students or student bodies will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

18. Board sanctioning does not excuse an organization from complying with all state and federal laws as they pertain to equal opportunity and treatment of all students. The organization shall comply with applicable law, Board policy, any applicable Administrative Regulations regarding School Activity Funds, Title IX and all other state or federal equity regulations. If the program, association, or organization refuses to comply with the applicable law, policies, and Administrative Regulations, it shall not be entitled to utilize District's property or facilities for any purpose.

19. If sanctioning is granted, the organization will not deposit any check, warrant or money order made payable to District, or any individual District school into the organization's private bank account.

Student Organizations Exempt from School Activity Fund Limitations: All student organizations which are covered by the Equal Access Act (20 U.S.C. § 4071 et seq.) shall submit an application for recognition and exemption to the Superintendent. The Superintendent may request such information as is necessary to evaluate the application for exemption including, but not limited to, the following:

- a. By-laws;
- b. List of current officers;
- c. Statement of purpose;
- d. Statement of fund-raising methods and activities; and
- e. Proposed schedule of fund-raising activities indicating the location, the dates, and the time of such activities.

The Superintendent shall review the application for recognition and exemption and shall make a recommendation to the Board regarding whether the student organization shall be exempted from control by the Board. The Board shall review and consider the Superintendent's recommendation and the information submitted and shall issue a determination regarding the exemption status of the student organization. If the Board determines that the student organization

is in fact a non-exempt student organization, then it shall be subjected to the applicable law, Board policy, and any applicable Administrative Regulations regarding School Activity Funds. If a non-exempt student organization refuses to comply with the applicable law, policies, or Administrative Regulations regarding School Activity Funds, it shall not be entitled to utilize District's property or facilities for any purpose.

Adopted: December 12, 2022
Revised:

RAFFLE REGULATIONS

1. A raffle may only be conducted by a school, a student group affiliated with the school or a parent-teacher organization affiliated with the school.
2. A school, affiliated student group or parent-teacher organization seeking to raise funds may issue numbered tickets in exchange for a voluntary contribution to the school affiliated student group or parent-teacher organization. The corresponding stub of the ticket may be drawn by lot and the holder of the ticket or tickets may receive a prize of value.
3. A set of pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub.
4. Schools, affiliated student organizations or parent teacher organizations may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on behalf of the organization.
5. The building principal must approve all raffles conducted on behalf of the respective school, a student group or parent-teacher organization within the school.
6. School officials or designated representatives of a student group or parent-teacher organization must be actively involved in supervising the sale of tickets, the receipt of funds from the sale of tickets and accounting for same, and the drawing of the ticket stub or stubs.
7. All funds received in connection with the raffle shall be accounted for in accordance with district activity fund procedures.
8. The owner of the winning ticket stub need not be present to win.
9. Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.
10. Students who wish to participate in the raffle may do so before and after school. The site principal may designate other times of participation during the lunch period.
11. No prize with a value of \$600 or more may be awarded without the written approval of the Superintendent. The value of any non-cash prize will be established and

announced prior to the drawing of tickets.

12. Any cash or non-cash raffle winnings of \$600 or more must be reported to the IRS and the recipient. Taxes must be withheld on proceeds of more than \$5,000 if the amount of the proceeds is at least 300 times the wager. Currently, this tax rate is twenty-eight percent (28%).
13. Proceeds of more than \$5,000 (if the amount of the proceeds is at least 300 times the wager) must be reported to the Oklahoma Tax Commission. If District is making a payment of more than \$5,000, it must withhold four percent (4%) of the proceeds and remit the withheld amount to the Oklahoma Tax Commission.
14. The reporting of proceeds and the remittance of taxes as required above should be performed by the District Chief Financial Officer.
15. Raffle participants should be notified that the proceeds of the raffle may be considered income for state and federal income tax purposes and that they are responsible making this determination and reporting as necessary.
16. The school, a student group affiliated with the school or a parent-teacher organization affiliated with the school shall have the final authority to interpret the rules and regulations governing the raffle and, in the event of any dispute, to determine the winner of any raffle.
17. Alcoholic beverages may not be given as a prize.

PAYROLL

Direct Deposit: The following policy complies with the Direct Deposit Act in Oklahoma law.

1. District shall require every employee to participate in direct deposit of his/her monthly salary.
2. No fee will be charged to any employee because of the implementation and administration of this direct deposit policy.
3. Direct deposits will be made once a month in accordance with the pay schedule identified at the beginning of each year. Any additional pay will be paid by check and distributed in accordance with the identified pay schedule.
4. Direct deposit forms will be given to every new employee of District and will be submitted to the payroll office prior to the employee receiving his/her first check.
5. If any changes are needed to be made on the form, the employee is responsible for contacting the payroll office.

Salary Deductions: Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. District will make other deductions when authorized in writing by the employee. District shall transmit deducted funds to the designated organization.

An employee may request in writing, including an e-mail or a fax, for District to immediately terminate or initiate payroll deductions to a professional organization. After such request, District will initiate or terminate deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. If the request is to terminate a deduction, District shall not make any advance payments to any professional organization of any future dues on behalf of the school employee.

If at any time an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to his/her direct supervisor, or to human resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed for any improper deduction made.

Adopted: December 12, 2022
Revised:

TRAVEL AND EXPENSE REIMBURSEMENT

General: District recognizes that its employees, students, and others associated with District may incur travel and other related expenses in the performance of their duties or responsibilities to District (“District Travel”). This policy applies to all employees, students, Board members, and candidates for employment but not to any independent contractors. The policy also applies to volunteers who perform substantial and necessary work or services for District. Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, and services which are unnecessary or unjustified in the performance of official business are not acceptable and should be avoided. Travel and other related expenses may include airfare, mileage at the rate per mile for mileage authorized by the IRS for deductibility at the time of travel from the approved point of departure to the approved destination as indicated by the most direct route on the map when the individual’s own vehicle is utilized, taxi fare, bus or shuttle fare, subway fare, railroad fare, lodging, meals, registration fees, and other miscellaneous expenses related to District-sponsored travel (“Travel Expenses”).

Approval for Travel and Expenses: Any person who will incur Travel Expenses shall submit appropriate documentation for approval of the incurring of Travel Expenses to the Superintendent or the Superintendent’s designee. This must include submitting a requisition in advance of beginning the travel, as well as obtaining Board approval for any out-of-state travel. The Superintendent or the Superintendent’s designee shall review the request and approve or deny the request. In considering whether to approve the request, the Superintendent or the Superintendent’s designee may consider the purpose of the travel, how such travel will benefit District, its employees, and/or its students, whether other District personnel are attending, the extent to which the person requesting approval has engaged in District Travel during the current fiscal year, the cost of District Travel, the availability of funds, the length of the trip, and any other information deemed relevant. In approving a travel request, the Superintendent or the Superintendent’s designee is certifying that the person requesting travel was duly authorized to incur travel and other related expenses in the performance of policy making, professional, technical, supervisory, or administrative duties or that such expenses were germane to the duties and functions of District.

Reimbursement Requests: Upon completion of authorized travel, persons requesting reimbursement shall submit the appropriate documentation for reimbursement of Travel Expenses within thirty (30) days of completion of authorized travel. Appropriate documentation shall include a signed travel voucher which itemizes the various expenses incurred and an itinerary and schedule of official functions attended if applicable. Itemized receipts are required for registration, air and ground transportation, lodging, parking, and rentals. If a receipt or other evidence of payment is lost or is impossible to furnish, the employee shall provide a full explanation for the lack of a receipt or other evidence of payment on the travel voucher.

All reimbursement requests shall be submitted to the Superintendent or the Superintendent's designee and shall include the appropriate Purchase Order Number. Reimbursement requests shall be submitted by June 15 of each fiscal year, unless the Travel Expenses are incurred after June 15, in which case, a request for reimbursement must be submitted no later than June 30 of the fiscal year. Reimbursement requests shall not cover periods of over thirty-one (31) days. Where the travel period is continuous, subsequent claims for reimbursement shall be submitted as necessary to cover the continuous period.

Reimbursement may be made from the General Fund, the School Activity Fund or sub-account or, as permitted by law, from such other fund as designated by the Board.

Personal Leave in Conjunction with District-Sponsored Travel: When personal leave or vacation leave is taken in conjunction with an employee's approved District-sponsored travel, the person must indicate the exact date and time of departure from and/or return to official travel status. An employee shall not be reimbursed for travel and other related expenses incurred during a period of time when the employee is taking personal leave or vacation leave. Individuals shall not be reimbursed for meals and/or lodging expenses incurred more than twenty-four (24) hours before and/or after the object of travel (i.e., the scheduled meeting, workshop, or conference) begins and/or ends unless there is a savings in travel costs related to airfares which exceeds the costs of any extra meals and/or lodging. Exceptions may be made for extraordinary circumstances.

MINCO PUBLIC SCHOOLS

NEW DISTRICT POLICIES

Prepared by:
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GENERAL PERSONNEL POLICIES

The District's personnel are an important resource for achieving a successful educational program. The District shall seek to employ those persons who have the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the District's educational program.

Categories of Employees: The District may employ certified administrators, certified teachers, and support employees. Full-time employment shall be employment on a regular basis, as opposed to temporary, for at least 6 hours per day, 5 days per week, for 10 months or more, except for certified teachers who shall be considered to be full-time if employed at least 7.6 hours, 5 days per week, for 10 months. Part-time employment shall be any employment for less than full-time employment. Temporary employment is employment to fill a position for a stated period of time on a non-continuing basis.

Employment: The Board shall determine whether to create new positions upon the Superintendent's recommendation which shall be accompanied by a proposed job description which contains the qualifications for the responsibilities of the proposed position. The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District. In determining the qualifications of candidates, the Superintendent may consult with other personnel and shall ensure that recommended candidates can produce legally sufficient proof of citizenship status. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation for a term not to exceed sixty (60) days. The District shall utilize a Status Verification System to verify the federal employment authorization status of all new employees as required by law.

Employment Contracts: Every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer, including salary and fringe benefits, within thirty (30) days after presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

Employment Vacancies: When a vacancy exists, notice of the vacant position shall be posted at the Superintendent's office for a reasonable amount of time and shall be posted and/or

mailed as required by any applicable negotiated agreement. In addition, the District may advertise vacancies in local, statewide, or national newspapers, school-related publications, or such other sources as may be determined by the Superintendent or the Board.

Employment Applications: Applicants for employment may be required to complete an employment application on a form to be provided by the District. Applicants may be required to be tested as to certain skills, may be required to authorize the District to conduct various investigations as to the applicant's experience, employment history, and personal history, and shall be required to submit information for a felony record search. Any person who is determined to have falsified information on his or her employment application may be dismissed.

Compensation: The Administration may prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits.

District will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act ("Act"). At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to injury.

Job Descriptions: The Administration shall prepare, periodically review, and update job descriptions for all positions within the District.

Felony Record Searches: The Administration shall conduct a felony record search for all new employees as required by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days or pending the results of any felony record search. The applicant for employment shall pay the fee required for such search; however, the District shall reimburse the employee or prospective employee if the employee or prospective employee is employed for more than ninety (90) days, except as otherwise provided. A person applying for or employed as a substitute teacher shall only be required to have a felony record search as required by law. If a substitute teacher is employed by the District for ten (10) or more days, the District shall reimburse the substitute the cost of the felony record search.

If a felony record search reveals a prior felony, the applicant may not be hired and any temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice

from the Superintendent or the Superintendent's designee.

Except as otherwise provided by law, any teacher employed by an Oklahoma public school district prior to August 15, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation ("OSBI") as well as a national criminal history record check on file with his or her employing district, shall complete the criminal history record checks upon the next renewal of his or her Standard Teaching Certificate. Except as otherwise provided by law, any other person employed by an Oklahoma public school district prior to August 15, 2020 who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall have until July 1, 2022 to complete the criminal history record checks. Any teacher eligible to retire from the Teachers' Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

Personnel Files: The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and any other documents submitted during the application process, all evaluations, admonishments, reprimands, complaints, commendations, plans of improvement, and any other documents which Administrative Regulations may designate for inclusion. Personnel files shall be confidential and shall not be released except as provided in this policy. However, an employee's personnel file may be provided to the following without the employee's notification and/or consent:

1. members of the Board with an established need to know;
2. administrators and/or supervisors with an established need to know;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records created pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System ("TLE") which identify a current or former public employee and contain any evaluation, observation, or other TLE record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of TLE records is required, all individually identifying information shall be removed to the fullest extent possible.

Gifts and Solicitations: Employees shall not engage in any activity involving commercial solicitations of students, parents or colleagues except for District-sponsored fund raisers. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the school district and cannot be removed.

Conflicts of Interest: A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Listed below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest.

Standards of Conduct:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. Supervisors involved in romantic or sexual relationships with those they supervise or evaluate erode confidence in their leadership and interject questions regarding possible conflicts of interest and favoritism in decisions. Therefore, no supervisor may influence (directly or indirectly) salary, promotion, performance evaluation, work assignments or other working conditions for an employee with whom such a relationship exists. Supervisors involved in a consensual romantic or sexual relationship, in the context of supervision, must discuss the matter on a confidential basis with their own supervisor or with the Human Resources Office to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. Although both employees involved in consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action, including termination (particularly in cases where bias or harassment has occurred in connection with a benefit).
3. Family members related to an assistant principal or principal shall not be assigned to the same building as their related assistant principal or principal but may be employed in other departments or other division positions, including teaching positions. Teachers presently employed who are family members of a District administrator shall not be assigned to the same work site as the administrator. Non-certified individuals who are family members of an administrator shall not be assigned to the same supporting departments. Administrators shall not supervise a family member, and, in the event of a conflict, the administrator shall remove him or herself from any decision or attempt to influence decisions regarding a family member.
4. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs 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.
5. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial, or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Fifty Dollars (\$50.00) or less.

6. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
7. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
8. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

Alternative Arrangements: Alternative arrangements may be made when necessary to avoid real or perceived conflicts of interest. Alternative arrangements mean removing the responsibility or influence to hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, recommend termination of employment, and recusal from influencing any employment related decision. This includes relationships that are established post-hire.

Individuals currently employed but whose employment would have been prohibited under this policy shall not be deemed in violation of this policy, but individuals may be reassigned as considered feasible by the administration. No current employee will be terminated because of such nonconformity with these standards or because reassignment was not feasible.

Outside Employment: District employees shall not accept outside employment which requires that the employee perform services during the employee's normal working hours for the District unless the employee utilizes vacation or personal leave. This provision shall not apply to employees who participate in military activities in accordance with federal and/or state statutes or who are on approved leave.

Assignments and Transfers: Employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires and in accordance with any applicable negotiated agreement. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

Work Hours: The Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

Overtime: The District shall comply with the Fair Labor Standards Act ("FLSA"). Employees who are not exempt from the overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work

week. The District's work week shall commence on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. An employee shall not work overtime unless authorized in writing by the employee's supervisor.

Substitutes: The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid Oklahoma teaching certificate may teach for an unlimited number of days during the school year in areas and grade levels in which he or she holds a valid certificate. A substitute teacher without a current Oklahoma certificate (and who does not possess a lapsed or expired certificate, or a bachelor's level college degree) shall be employed for a maximum period of one hundred thirty-five (135) school days during a school year. A substitute teacher without a current Oklahoma certificate (and who possesses a lapsed or expired certificate, or a bachelor's level college degree) shall be employed for a maximum period of one hundred forty-five (145) school days during the school year. At the discretion of the District, a substitute teacher without a current Oklahoma certificate may be employed in the same teaching assignment for up to one hundred thirty-five (135) school days during the school year, or up to one hundred forty-five (145) school days during the school year if the teacher holds a lapsed or expired certificate or has a bachelor's level college degree.

Volunteers: District recognizes that volunteers may make valuable contributions to District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

Supervision and Evaluation: Supervisory personnel will observe the performance of any employee for whom the supervisor will be required to complete an evaluation. The Superintendent shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law or policy, all District employees shall be evaluated in writing, according to the standards provided for in law, at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file. In addition to its policy of evaluation, District must also create and maintain a corresponding professional development policy for all teachers and administrators.

It will be District's policy of professional development to:

1. Establish an annual professional growth goal for the teacher or administrator that is developed by the teacher or administrator in collaboration with the evaluator;
2. Address a specific area or criteria identified through the qualitative component of the TLE;
3. Allow the teacher or administrator to actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement; and
4. Refer to resources, in drafting and reviewing its policy of professional development, that are easily available and supplied by District and the State Department of Education.

District will monitor compliance with each individualized program of professional development. All professional development completed pursuant to an individualized program of professional development shall count toward the total number of points a teacher or administrator is

required to complete as established by District's Board.

Individualized programs of professional development required by this subsection may include but are not limited to the following learning practices:

1. Presenter-led workshops;
2. Individual or faculty studies of books, scholarly articles and video productions,
3. Peer observations;
4. Committee studies to address student achievement issues;
5. Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification;
6. Action research projects designed to improve student achievement; and
7. Participation in local, regional or state initiatives associated with the development or implementation of curriculum standards.

Resignation and Retirement: Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent. Except as otherwise provided, such resignation or retirement shall be effective and may not be revoked when submitted to and accepted by the Superintendent unless otherwise determined by the Board. In accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by the date required by law or else the teacher will be bound to perform pursuant to a continuing contract.

The superintendent shall report the names of all individuals tendering a resignation to the Board, no later than the next scheduled Board meeting, for the purpose of keeping them informed regarding resignations and employment.

Medical Examinations: In accordance with applicable laws, an employee or applicant for employment may be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

Breastfeeding: District will provide a private, secure and sanitary location for any employee who is lactating to express her milk or breastfeed her child. This location will not be a bathroom. District will provide an employee with a reasonable break time for breastfeeding and pumping for up to one year after the birth of the employee's child and will not lose any pay as a result.

Employee Produced Materials: Any work product of employees which is produced during normal school hours or with the use of District-owned equipment and/or supplies shall be the property of the District. District shall not be obligated to compensate employees for material produced under these conditions.

Code of Ethics: All employees shall adhere to and conduct themselves in a manner consistent with the following:

- a) Upholding the honor and dignity of the profession in all actions and relations with students, colleagues, board members, and the public;

- b) Carrying out in good faith all policies and Administrative Regulations;
- c) Rendering services to the best of one's ability;
- d) Honoring the public trust of the position above any economic or social award; and
- e) Not permitting considerations of private gain or personal economic interest to affect the discharge of responsibilities.

NEPOTISM

District will not consider for employment any relative of a Board Member who is related within the second degree of affinity or consanguinity to the Board Member. Such relatives include the following persons:

Board Member's:

Spouse

Child

Child's spouse

Parent

Parent's spouse

Grandchild

Grandchild's spouse

Grandparent

Grandparent's spouse

Brother

Brother's spouse

Sister

Sister's spouse

Spouse's:

Child

Parents

Grandchild

Grandparents

Brother

Sister

If an employment relationship between a school district and a Board Member's relative existed as of September 1, 1992, such employment may continue. However, the Board Member may not participate in any regular or executive session of the Board held to consider any personnel matter or litigation relating to said relative except that the Board Member may vote on collective bargaining agreements for renewal of contracts as a group if the vote is necessary to establish a quorum. If more than one Board Member is related to a teacher or employee, only the minimum number of Board Members necessary to establish a quorum may vote. In this event, the voting Board Member or Members shall be determined by random selection.

VOLUNTEER SERVICES

District recognizes that volunteers make valuable contributions to students and the District's educational program. Therefore, the Board encourages the use of volunteers where possible and appropriate. Any information to which the volunteer has access to in the classroom, office, or while on a school-sponsored field trip is considered confidential and must be treated as such. In addition, any person who wishes to be considered as a volunteer at a school site is required to consent to a criminal background check, including a sex offender registry search in all fifty (50) states (See DA-R2-F). If the background check does not reveal any of the offenses listed below, the prospective volunteer will be considered to have passed the criminal background check. However, District's Administration reserves the right to deny the services of any volunteer at its discretion.

Any person who has been convicted of a felony or received a deferred sentence after being charged with a felony offense of any kind, will be prohibited from volunteering at a school site. Any person who has been convicted of a misdemeanor or received a deferred sentence on a misdemeanor offense that involves a violent act, sexual misconduct, child abuse, child neglect, or child endangerment will be prohibited from serving as a volunteer at a school site under any circumstances. Any person who has been convicted of or received a deferred sentence for misdemeanor crimes involving dishonesty, fraud, misrepresentation, deceit, or offenses involving drugs or alcohol will be prohibited from volunteering at a school site until five (5) years after the misdemeanor conviction or five (5) years after the person has successfully completed any probation required as a part of a deferred sentence.

If a prospective volunteer believes that an error has been made in the process of the background check, proof may be sent in for review by the company conducting the background check to determine if a correction needs to be made.

AGREEMENT OF PROSPECTIVE DISTRICT VOLUNTEER

I, the undersigned, being of lawful age, understand that if I become a volunteer in the Minco Public School System I am expected to follow the procedures and guidelines established by the individual schools and the Board, as well as state and federal law, including but not limited to the Family and Educational Right to Privacy Act ("FERPA"). I fully understand and agree that any information I obtain about students during my volunteer service at Minco Public Schools is or might be deemed to be confidential student information under FERPA and state law. In that regard, I promise to maintain such information in the strictest confidentiality and will not divulge any such information except as must be required under state or federal law.

I also understand that by volunteering, I am subject to a criminal background check. I agree and consent to such background check and investigation to be conducted, if deemed necessary, and agree to hold the school system and all officials, representatives, and employees of the forgoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims as a result of information obtained from such background check and investigation. I understand that as a result of my background check or solely as a result of the District's discretion, my request to serve as a volunteer in the District may be denied. My presence on any Minco Public School campus as a volunteer is an indication that I believe myself to be medically and emotionally fit to serve as a volunteer in the District.

I also certify that I do **not** have to register as a sex offender, pursuant to Title 57, Sections 581-587 of the Oklahoma Statutes.

Signed, agreed to, and understood, this _____ day of _____, 20____.

Volunteer

Witness

Volunteer Printed Name:

Volunteer Home Address:

Adopted: December 12, 2022

Revised:

SUPERINTENDENT

Employment: The Board shall determine the process to be used in hiring and employing a superintendent. The Superintendent shall be employed pursuant to a Board-approved written contract specifying the compensation and the benefits to be provided to the Superintendent by District. The Superintendent shall be responsible for filing the contract as required by law. The Superintendent shall hold an Administrative certificate recognized and approved by the State Department of Education.

Duties and Responsibilities: The Superintendent is the chief executive officer of District and has charge of the administration of the schools of District. The Superintendent is responsible for the general coordination of District as well as the general administrative supervision and control of employees. The Superintendent presents recommendations to the Board for its consideration and possible approval. The Superintendent is responsible for the final interpretation of Board policies as well as seeing that all state and federal laws and regulations applicable to District are enforced. The Superintendent should keep the Board informed as to how policies are being carried out and how effectively such policies are operating. The Superintendent should maintain a public relations program which will inform the community of the activities, needs, and successes of District. The Superintendent should also maintain open communication with principals and teachers to determine their needs, ideas, and accomplishments within District. The Superintendent shall also perform those duties and responsibilities set forth in the applicable job description, contract, law, District policy, or Administrative Regulation.

Compensation and Benefits: After the Board has made a decision to offer employment or re-employment to the Superintendent, the Board shall meet with the Superintendent to develop a proposed employment contract for the applicable term of employment. The proposed employment contract shall be presented to the Board for consideration and approval. After an employment contract has been approved by the Superintendent and the Board, the contract shall be signed by the parties and filed in accordance with law. The contract shall specify the term of employment and the Superintendent's compensation and benefits.

Evaluation: The evaluation of the Superintendent shall have as its overall purpose the assessment of the effectiveness of the Superintendent in meeting the needs of District. The evaluation shall be conducted by the Board in conjunction with the Superintendent and shall include an examination of the working relationship between the Board and the Superintendent.

In preparation for the Superintendent's evaluation, an evaluation form shall be jointly developed by the Board and the Superintendent. The Board may meet in executive session to evaluate the Superintendent's performance of duties for the fiscal year to date, including the progress made toward accomplishing the Superintendent's and Board's stated goals for the school year. During one or more portions of such executive session, the Board shall meet with the Superintendent to discuss the evaluation.

Re-employment: Following the evaluation of the Superintendent and before June 30, the Board may meet in executive session to discuss the employment status of the Superintendent. The Board may consider the re-employment of the Superintendent.

Dismissal, Non-re-employment, or Suspension: The Board may take action at any time to dismiss, non-re-employ, or suspend the Superintendent as provided by law.

CERTIFIED ADMINISTRATORS

Definition: A certified administrator shall mean an employee of District who is certified as an administrator and who devotes a majority of the employee's time to service as a principal, supervisor, or in any other administrative or supervisory capacity for which such certification is required. Certified administrators shall hold certificates required for their positions recognized and approved by the Oklahoma State Department of Education.

Evaluation: The evaluation adopted by the Board must adhere to the following requirements:

1. Be based on a set of minimum criteria developed by the State Board of Education;
2. A copy of this policy and any amendments shall be made available to all persons subject to this policy;
3. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified administrator's personnel file; and
4. Except for the Superintendent, all certified administrators shall be evaluated by the designated administrator.

Dismissal, Non-re-employment, or Suspension: Certified administrators shall be entitled to due process according to the law whenever a certified administrator is to be dismissed or non-re-employed from an administrative position. Whenever the Board or the Administration believes that reasons exist for the dismissal of a certified administrator and when it is determined that immediate suspension of the certified administrator is in the best interests of the children of District, the Board or the Superintendent may suspend the certified administrator without notice or hearing according to the applicable provisions of law.

Duties and Responsibilities: Certified administrators shall perform those duties and responsibilities set forth in any applicable job description, contract, law, District policy, or Administrative Regulation.

Reduction in Force: In the event it becomes necessary to reduce the number of certified administrators because of actual or projected decreases in revenues, actual or projected declines in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board, the Board may undertake a reduction in force in accordance with the provisions of the law and regulation and any negotiated agreement. The Board will determine which programs can best serve the needs of the students. The position or the program shall be the determining factor(s) for what will be eliminated, not the individuals that occupy the position or serve the program. The Board shall attempt to reduce staff by normal attrition. Any other determinations regarding retention or reassignment of affected administrators shall be made primarily based on the ratings of the administrators as measured pursuant to the Teacher and Leader Effectiveness Evaluation System ("TLE").

CERTIFIED TEACHERS

Definition: Certified teacher means a person who holds a teaching certificate or license, who is employed as a teacher, counselor, librarian, school nurse, entry-year teacher, or in any other instructional position for which a teaching license or certificate is required by the Oklahoma State Department of Education, and who does not exercise supervisory authority with respect to other certified teachers of District.

Standards of Performance and Conduct: Certified teachers are expected to adhere to the standards of performance and conduct for teachers which are adopted by the Oklahoma State Board of Education, and such standards of performance and conduct are incorporated herein by reference as if fully set forth.

Evaluation: Certified teachers shall be evaluated as designated by Oklahoma law. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified teacher's personnel file. All certified personnel shall be evaluated by a principal, assistant principal or other trained certified individual designated by the Board. All individuals designated by the Board to conduct personnel evaluations shall participate in training conducted by the State Department of Education or training provided by District using guidelines and materials developed by the State Department of Education prior to conducting evaluations.

Duties and Responsibilities: Certified teachers shall perform those duties and responsibilities set forth in any applicable job description, contract, District policy, Administrative Regulation or administrative directive.

Admonishment: Certified teachers may be admonished as provided by law.

Dismissal, Non-re-employment, or Suspension: Certified teachers may be dismissed, non-re-employed, or suspended according to applicable law.

Temporary Teachers: Certified teachers may be employed on a temporary basis in certain circumstances and pursuant to a Temporary Teacher Contract. Temporary Teacher Contracts are not subject to the continuing contract law and shall be effective only for the specified term which shall not exceed the end of the school year in which the contract begins.

Reporting: District will not prohibit or take disciplinary measures against teachers for: disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution or a law or rule promulgated pursuant to law; reporting a violation of the Oklahoma Constitution or state or federal law; or taking any of the aforementioned actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

Reduction in Force: In the event it becomes necessary to reduce the number of certified teachers because of actual or projected decreases in revenues, actual or projected declines in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board, the Board may undertake a reduction in force in accordance with the provisions of the law and regulation and any negotiated agreement. The Board will determine which programs can best serve the needs of the students. The position or the program shall be the determining factor(s) for what will be eliminated, not the individuals that occupy the position or serve the program. The Board shall attempt to reduce staff by normal attrition. Any other determinations regarding retention or reassignment of affected teachers shall be made primarily based on the ratings of the administrators as measured pursuant to the Teacher and Leader Effectiveness Evaluation System (“TLE”).

Adopted: December 12, 2022
Revised:

SUPPORT PERSONNEL

Definition: Support personnel are those persons employed full-time by District who provide necessary services not performed by certified teachers or certified administrators.

Categories of Support Personnel: Support personnel shall include, but not be limited to the following categories:

1. Secretaries
2. Teacher Assistants
3. Library Media Assistants
4. Paraprofessionals
5. Health Aides
6. Custodial and Maintenance Personnel
7. Cafeteria Personnel
8. Transportation Personnel and Bus Drivers
9. Management and technical staff who are not certified administrators.

Dismissal, Non-re-employment, Demotion, or Suspension: A support employee who has been employed by District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-re-employed with or without cause. A support employee who has been employed by District for more than one (1) complete year of service may only be suspended, demoted, terminated, or non-re-employed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work. District adopts the following causes for suspension, demotion, termination, or non-re-employment:

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.

5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment inappropriately or without safety devices provided.

25. Participating in or witnessing gambling, lottery, or any other unauthorized game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls during working hours, except for emergencies.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Pleading guilty or no contest to any felony.
41. Violation of any district rule or policy.

District shall comply with the statutory procedures for the suspension, demotion, termination, or non-re-employment of a support employee who may be suspended, demoted, terminated, or non-re-employed only for cause.

Temporary Contracts: Support personnel may be employed on a temporary basis in certain circumstances. Temporary Support Personnel Contracts shall be effective only for the specified term which shall not exceed the end of the fiscal year in which the contract begins. Temporary Support Personnel Contracts may be utilized for support personnel who are employed:

1. for a period of time during the absence of support personnel on District-approved leave;
2. to fill a new position created because of increased enrollment after the commencement of school;
3. to fill a vacancy which occurs after July 1 of the fiscal year; or
4. to fill a need of District which does not require a full-time, permanent position.

Reduction in Force: District may implement a reduction in force when necessary due to lack of funds or lack of work, including but not limited to, actual or projected decreases in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board. A reduction in force shall begin with normal attrition throughout the district and possible transfer of support employees declared excess in a building to a vacancy for which they are qualified. However, if necessary, District may reduce full-time support employees considering the following criteria:

1. Review current assignment and qualifications;
2. Review district evaluations; and
3. Review years of service in the district.

There shall be no right to recall after a reduction in force. However, support employees whose positions are eliminated may be considered for re-employment upon the submission of an application for employment and may be considered for transfers to other available positions depending on the support employee's qualifications and performance.

Hearing Before Board of Education: Any support employee who is entitled by law to a hearing before the Board prior to any termination or non-renewal or following any suspension must request a hearing before the Board, in writing delivered to the Board Clerk, within ten (10) working days of the date of the mailing of the notification to the support employee of the notice of the recommendation for termination or non-renewal or of the suspension without pay. Failure to request a hearing will be deemed to be a waiver of the right to a hearing. The Board will provide the hearing as required by Oklahoma law, and will follow the procedures set forth by the Oklahoma State Department of Education for hearings on the termination or non-renewal of certified teachers. The decision of the Board at the hearing will be final.

EMPLOYEE COMPLAINTS/GRIEVANCES

Applicability: Any employee complaints or grievances regarding allegations of sexual harassment shall be brought pursuant to District Policy BH - Sexual Harassment. Any employee complaints or grievances regarding allegations of discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, or disability shall be brought pursuant to District Policy BI - Civil Rights. All other employee complaints or grievances shall be governed by this policy unless covered by the provisions of an applicable collective bargaining agreement.

Purpose: This purpose of this policy is to resolve employee complaints or grievances at the lowest possible level and to achieve equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment.

Definitions:

1. A "grievance" is a claim by an employee that there has been a violation, misinterpretation or misapplication of an established Board Policy or established District administrative regulation that has specifically affected that employee's terms and conditions of employment.
2. The "grievant" is the employee making the claim.
3. "Days" shall mean the days when the school district central office is open for business.

Procedure:

1. Level I - Informal Resolution - Immediate Supervisor

An employee with a grievance shall first discuss the concern individually with the immediate supervisor within ten (10) days of the alleged violation, citing the specific policy or regulation alleged to have been violated, with the objective of resolving the grievance informally. No written record will be made. However, a memorandum signed by both parties giving the date of the meeting shall be prepared.

2. Level II - Formal Resolution - Immediate Supervisor
 - a. If the employee is not satisfied with the discussion of the grievance at Level I, the employee may file the grievance with the immediate supervisor in writing, using the official form which is a part of this procedure, within five (5) days of the Level I meeting.

- b. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.
- 3. Level III - Formal Resolution - Superintendent
 - a. If the grievant is not satisfied with the disposition of the grievance at Level II, he or she may file an appeal with the superintendent in writing, using the official grievance form which is a part of this procedure, within five (5) days of the meeting.
 - b. The superintendent or the superintendent's designee shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.
- 4. Level IV - Formal Resolution - Board of Education
 - a. If the grievant is not satisfied with the disposition of the grievance at Level III, he or she may file an appeal with the board of education in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level III response.
 - b. The board will hear the appeal on the record at its next regularly scheduled meeting or a special meeting that has been called for that purpose within forty-five (45) days of the receipt of the appeal. The board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the board shall be final and nonappealable.

General Provisions:

- 1. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
- 2. Failure at any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance by the grievant of the decision at that level.
- 3. Failure at any level of this procedure to respond to a grievance within the specific time limits shall permit the grievant to appeal to the next level.
- 4. Time limits at any level may be extended by mutual agreement, and such agreements shall be made in writing and placed in the record for that grievance.

5. A grievance, which arises from an action of an authority above the level of immediate supervisor, may be initiated at Level III of this procedure.
6. Evidence and testimony presented by the grievant at any level of this procedure shall be limited to that which was presented at previous levels.
7. Copies of official grievances, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of the grievant.
8. No reprisals shall be taken against the grievant or other participants in the grievance procedure by reason of such participation.

MINCO PUBLIC SCHOOLS: DISTRICT FORM

DF-F**Statement of Grievance****Name of Grievant:** _____ **Today's Date:** _____**Grievant's Position:** _____ **Grievant's Phone:** _____**Grievant's Address:** _____

1. Has the grievance addressed herein been discussed with an immediate supervisor?

☐ Yes ☐ No

If yes, please list the name of the supervisor and the date _____

If no, why not? _____

2. Is this the first written grievance for this matter? If no, when did you receive the most recent written decision? Who issued that decision? (Please attach copies of any and all previous grievances and correlating decisions).

3. Date Cause of Grievance occurred: _____

4. Statement of Grievance:

5. Relief Sought:

6. Policy/Regulation Violated:

I have reviewed Policy DF and am compliant with District Policy in the filing of this grievance. I affirm that all the information I have provided herein is true and correct to the best of my knowledge.

Signature of Grievant

Date

Adopted: December 12, 2022

Revised:

**ALCOHOL AND DRUG FREE WORKPLACE
AND DRUG TESTING**

Alcohol and Drug Free Workplace: Student and employee safety is of paramount concern to the Board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. The Administration shall provide a copy of this policy to all present and future employees, and each employee of this District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy.

While on District property or engaged in District activities, employees of District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol (including low-alcohol beer). Any person who has a reasonable belief to suspect that an employee on District property or engaged in District activities may be under the influence of or in possession of controlled dangerous substances or alcohol shall report the belief to the employee's supervisor or the Superintendent. When it is evident that an employee has consumed alcoholic beverages or used illegal drugs off District property and/or before a District activity, the employee shall not be allowed on District property and/or shall not be allowed to participate in District activities. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the Superintendent, or the Superintendent's designee, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment. Such notification must be made to the Superintendent, or the Superintendent's designee, no later than five (5) days after conviction. The Superintendent, or the Superintendent's designee, shall provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after the Superintendent, or the Superintendent's designee, receives such notification. Within thirty (30) days following receipt of the above notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; provided that nothing herein will preclude the District from taking disciplinary action prior to any such notice when cause exists.

Each employee shall have an opportunity to attend a drug-free awareness program at which employees shall be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. The Board recognizes that employees who have a drug abuse problem should be encouraged to seek

professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Alcohol and Drug Testing: Drug and alcohol testing of employees may be conducted in accordance with applicable federal and/or state law as set forth in Administrative Regulations. District shall comply with the Omnibus Transportation Testing Act of 1991, which helps to prevent accidents and injuries resulting from misuse of alcohol and controlled substances by employees who serve in safety-sensitive positions.

**DRUG-FREE
WORKPLACE NOTICE
TO EMPLOYEES**

This District supports the "Drug-free Workplace Act of 1988" (P.L. 100-690) and all employees must individually certify their understanding of the following conditions of employment and this act:

1. Each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all workstations in District. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school system. A controlled substance means a controlled substance in Schedule I–V of Section 2020 of the Controlled Substance Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.
2. Employees are further notified that as a condition of their employment, they are required to abide by the terms of this policy and that violation of any requirement will result in appropriate disciplinary action which may include (a) probation, (b) suspension, and/or (c) termination. Employees may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as approved for such proposes by a federal, state, or local health, law enforcement, or other appropriate agency. Termination is automatic if the employee is guilty of distribution of the substance.
3. It shall be the responsibility of the employee to report to district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five (5) days following such conviction. The district must also notify the federal contracting officer or grant source (if any) within ten (10) days after receiving notification from an employee or otherwise receiving actual notice of such conviction. Appropriate personnel action shall follow such disclosure within thirty (30) days of such notice.
4. Because it is the policy of the Board to promote prevention, a drug-free awareness program shall be provided to inform employees about:
 - A. The dangers of drug abuse in the workplace;
 - B. District policy of maintaining a drug-free workplace;

- C. Available drug counseling, rehabilitation, and employee assistance programs; and
- D. Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the Board that each current employee receive a copy of this policy and that all new applicants receive a copy of this policy upon a conditional offer of employment. This policy statement shall be published in appropriate documents for proper distribution and shall be posted at a prominent employee access area.

District must also demonstrate a good faith effort to maintain a drug-free workplace through implementation of paragraphs 1-4, above.

This is to certify that on _____, I received a copy of this policy pertaining to the Drug-Free Schools and Communities Act of 1989, P.L. 101-226, from the Board.

Employee's Signature

WORKPLACE DRUG AND ALCOHOL TESTING REGULATIONSApplicant Testing

The Board may require drug and alcohol testing of all new applicants upon a conditional offer of employment. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

For-Cause Testing

In addition, any person who has a reasonable belief that:

A. an employee on District property or engaged in District activities may be under the influence of or in possession of a controlled dangerous substance or alcohol, or

B. an employee has engaged in conduct on District property or during District activities that suggests impairment or influence of drugs or alcohol, or

C. an employee has used drugs or alcohol at work, or

D. an employee has tampered with drug or alcohol testing at any time, or

E. an employee has engaged in negative performance at work which may be attributed to the use of drugs or alcohol, or

F. an employee has excessive or unexplained absenteeism or tardiness which may be attributed to drugs or alcohol shall report the belief to the employee's supervisor or to the Superintendent.

If the employee's supervisor, the Superintendent or other designee reasonably believes one or more of the foregoing circumstances [A through F above] exist, the employee may be required to undergo drug or alcohol testing.

District may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the Superintendent is satisfied that there exists a reasonable belief that the employee has violated these regulations or any other school policy concerning the use of drugs and/or alcohol.

To ensure that a reasonable belief exists that an employee is under the influence of an illegal chemical substance, or any chemical substance (including alcohol), which impacts the ability of the employee to safely perform the required functions of the position the following inquiry procedures

will be followed:

1. The supervisor will investigate and compile the facts. If the supervisor is not a director, the supervisor will verbally report the facts to the director.

2. The director will determine whether or not the facts warrant continued investigation. If it is believed that reasonable belief does exist, the director will verbally present the facts to the superintendent or medical review officer.

3. The Superintendent or medical review officer will review the facts. If the Superintendent or medical review officer believes that reasonable belief does exist, the Superintendent will notify the employee in writing of the allegations of reasonable belief and issue the directive to require the employee to undergo drug or alcohol testing, if appropriate.

Post-Accident Testing

District may require an employee to undergo drug and/or alcohol testing when the employee or some other person has sustained an injury while at work or District's property has been damaged.

Random Basis Testing

Any employee may be drug tested on a random selection basis. District will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license ("CDL") to undergo drug or alcohol testing prior to employment and on a random selection basis. The Superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected.

Fitness-for-Duty Testing

District will require bus drivers, mechanics, maintenance personnel, and any District employee who is required to obtain a commercial driver's license ("CDL") to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations.

Post-rehabilitation Testing

District will require an employee to undergo periodic drug and 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 as a result of this policy, or an employee who is required to obtain a commercial driver's license ("CDL").

Drug Testing Procedures

All employees subject to this drug and alcohol testing policy will be tested for alcohol, marijuana, cocaine, opiates, amphetamines, phencyclidine and their metabolites and any other drug or combination of drugs currently included in the provisions promulgated by the Oklahoma Board of Health or as required by state or federal law.

Drug and alcohol testing standards and procedures of this school district shall conform fully with the provisions of the State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.

2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.

3. The collection of samples shall be performed under reasonable and sanitary conditions.

4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.

5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

6. Sample collection shall be documented, and the documentation procedures shall include:

- A. Labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and
- B. An opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.

7. Sample collection, storage, and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration.

8. Sample testing shall conform to scientifically accepted analytical methods and procedures.

9. 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.

Testing Results

The following steps will be taken when an employee drug or alcohol is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.

2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.

3. If an employee or applicant requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of the positive test, the employee or applicant shall pay all costs of the confirmation test unless the results of the confirmation test reverses the results of the challenged positive test.

3. The employee will be given a reasonable opportunity for confidential rebuttal of the results.

4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.

5. The employee will be suspended until the employee has tested negative on a follow-up drug or alcohol test. The follow-up drug or alcohol test will be administered no earlier than seven (7) nor more than forty-five (45) calendar days following the initial positive drug or alcohol test. The physician who administered and interpreted the initial drug or alcohol test will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug or alcohol test, depending on the type and amount of chemical substance initially detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.

6. If the follow-up drug or alcohol test is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination will be implemented in accordance with this policy and the district's employment termination policies.

7. Any employee whose drug or alcohol test is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug or alcohol testing for a period of two years, commencing with the employee's return to work, and/or may be recommended for dismissal.

Confidentiality

District shall maintain the results of any drug/alcohol test in confidentiality to the extent possible. The employee who participates in a drug/alcohol test will be provided an opportunity to review and to obtain copies of any information and records pertaining to the drug/alcohol test.

1. The records of all drug and alcohol tests and related information maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. District will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for district to release such records or pursuant to a valid court order.

2. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, 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.

Provided, however, a testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

Other Provisions

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

District shall pay all costs of initial testing for drugs or alcohol and the costs of transportation to the drug/alcohol test site. Any employee or applicant who requests a confirmation test of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be made available to all employees and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment.

Any employee or applicant for employment who refuses to undergo drug or alcohol testing conducted in accordance with board policy and these regulations may be disciplined up to and including termination of employment. An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

The purpose of this Policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This Policy is intended to comply with the School District's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

Certain terms used in this Policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and placed on a conforming products list for such devices.
5. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.
7. "Blind specimen" means a specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from an employee specimen.
8. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.
9. "CDL" means commercial driver's license.

10. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
11. "Confirmatory drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.
12. "Confirmed drug test" means a confirmatory drug test result received by a MRO from a laboratory.
13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine ("PCP"), opiates, or a metabolite of any of these substances.
14. "Designated employer representative" ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
15. "Dilute specimen" means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.
16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.
17. "EBT" means an evidential breath testing device on the National Highway Traffic Safety Administration's Conforming Products List for Evidential Breath Measurement Devices for the evidential testing of breath at the .02 and .04 alcohol concentrations.
18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.
19. "Oklahoma Act" means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
20. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
21. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
22. "Invalid drug test" means the result for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

23. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
25. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
26. "Service agent" means any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.
27. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
28. "Stand-down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.
29. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
30. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
31. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

The following testing is required of all drivers:

A. PRE-EMPLOYMENT TESTING AND CONSENT

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

1. Alcohol Testing.

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

- i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
- ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

2. Controlled Substances.

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

- i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and
- ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and
- iii. The driver provides evidence that no prior employer of the driver has any record of a violation of controlled substance use rules by the driver within the previous six months.

3. Preemployment Consent.

The School District shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver's application to a position requiring safety-sensitive duties:

- i. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- ii. Verified positive drug tests;
- iii. Refusals to be tested (including verified adulterated or substituted drug test results);
- iv. Other violations of DOT agency drug and alcohol testing regulations; and

- v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the School District shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The School District shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

Prior to the driver's first performance of safety-sensitive functions, the School District shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) over the period of two years preceding the date of the employee's application for employment with the School District. If the driver admits to a positive test or a refusal to test within the past two years, the School District shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

4. Consequences Associated with Preemployment Testing.

The School District may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the District in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the District's policies and procedures applicable to employee termination.

B. POST-ACCIDENT TESTING

1. Alcohol.

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.

- ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the School District.

2. Controlled Substances.

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
- ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

C. RANDOM TESTING

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a nine (9) month period.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be twenty five percent (25%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

D. REASONABLE SUSPICION TESTING

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this Policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty-four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

E. RETURN TO DUTY TESTING

I. Returning after Reasonable Suspicion of Alcohol Abuse Determination.

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol misuse.

2. Returning after Violation of Prohibitions in this Policy.

A driver who has engaged in conduct prohibited by this Policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

A driver who has violated a provision in this Policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

F. FOLLOW-UP TESTING

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The School District must carry out the SAP's follow-up testing requirements.

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

A. Alcohol Testing Procedures

I. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD.

- i. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.
- ii. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the School District's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
- iii. If the breath test is 0.02 or higher, a confirmation test is required. The confirmation test must be conducted no less than fifteen (15) and no more than thirty (30) minutes after the screening test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs.
- iv. If the confirmation test result is lower than 0.02, nothing further is required of the driver.
- v. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.
- vi. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test:
 - (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any

part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

2. Procedure for an Alcohol Screening Test Using Saliva ASD.

- i. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.

B. CONTROLLED SUBSTANCES TESTING PROCEDURES

1. Procedures for Collection of Urine Specimens.

- i. All urine collections must be split specimen collections.
- ii. The School District must direct an immediate urine collection under direct observation with no advance notice to the driver, if:
 - a. the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or
 - b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- iii. The School District may direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
- iv. A driver must receive an explanation of the reasons for a directly observed collection.
- v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing of Urine Specimens.

- i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services ("DHHS") under the National Laboratory Certification Program.
- ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opiate metabolites, and (e) phencyclidine (PCP).
- iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
- iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.
- v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
- vi. If a driver makes a timely request for a split specimen test, the School District must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the School District must pay for the split specimen testing and seek reimbursement from the driver.
- vii. The MRO will report split specimen test results to the DER and driver.
- viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.
- ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24- hour period,

then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.

- x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
- xi. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.
- xii. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.
- xiii. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

IV. PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

A. ALCOHOL

- i. The driver has an alcohol concentration of 0.02 or higher as measured on a breath test.
- ii. The driver displays behavior or appearance characteristics of alcohol misuse.
- iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.
- iv. The driver possesses alcohol while on duty.
- v. The driver uses alcohol during duty performance.

- vi. The driver has used alcohol within the four hours prior to performing duties.
- vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
- viii. The driver has refused to take a breath test for alcohol use.
- ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

B. CONTROLLED SUBSTANCES

- 1. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
- ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
- iii. The driver has a positive confirmed test for a controlled substance.
- iv. The driver displays behavior or appearance characteristics of controlled substance use.
- v. The driver has refused to take a controlled substance test.

C. REFUSAL TO TEST

A driver has refused to take an alcohol or controlled substance test if/ he:

- i. Fails to appear for any test as directed by the School District.
- ii. Fails to remain at the testing site until the testing is complete.
- iii. Fails to provide a urine specimen.
- iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.
- v. Fails to permit a directly observed or monitored collection.
- vi. Fails or declines to take a second test the School District or collector has directed.
- vii. Fails to undergo a medical examination or evaluation as directed by the

MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.

- viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
- ix. Has a verified adulterated or substituted test result.

D. STANDING DOWN EMPLOYEES

Stand-down is "the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result."

- i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.
- ii. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.
- iii. The District may assign a driver non-driving duties pending the receipt of a verified test result when the District has reasonable suspicion to believe the employee is impaired.
- iv. When the District does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

A driver who violates any of the Prohibitions in this Policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

A driver who violates any of the Prohibitions in this Policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP's specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the School District shall seek a second SAP's evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the School District may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more.

The School District is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the School District's policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the School District's Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this Policy. The District's staff will prepare and distribute appropriate educational materials as provided for in this section.

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol or controlled substances, including test results.

The School District shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the School District may release information pertaining to a driver's drug or alcohol test without the employee's consent in certain legal proceedings.

Employees who violate any prohibition in this Policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the District's efforts to fulfill its testing obligations.

This Policy does not supersede any other School District policy pertaining to alcohol misuse or controlled substance use by School District employees, except to the extent that this Policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel.

Adopted: December 12, 2022
Revised:

NEGOTIATIONS

In accordance with applicable law, District may enter into negotiations with any duly elected employee organization for the purpose of establishing an orderly process of communication between eligible employees and District. Such negotiations shall be governed by a procedural agreement which shall be agreed upon by the Board and the employee organization. Negotiations may include salary as well as other terms and conditions of employment subject to any applicable limitations of law. Both District and the employee organization shall bargain in good faith.

Except as provided by law, the Board shall make all final decisions with respect to negotiations pursuant to the applicable procedural agreement. The Board shall make all decisions with respect to the management and the administration of District, the employment and the direction of its employees, and the determination of District's program of instruction, and such matters shall not be negotiable items.

LEAVE

General: The Board recognizes that District employees must occasionally be absent from work. Therefore, the Board will provide various forms of leave as required by law. This policy shall apply to all employees of District except those covered by an applicable collective bargaining agreement which has conflicting provisions for leave or unless otherwise specified by a contract.

Sick Leave: An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed sick leave. Immediate family includes the employee's spouse, parents, grandparents, children, or corresponding in-laws. Sick leave may be used for dental and/or medical appointments. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed. Sick leave for part-time employees shall be proportionate to the hours worked by the employee.

The following accrual rates will apply to employees who are not covered by an applicable collective bargaining agreement:

Support Employees:

10-month contract (200 contract days or less) = 10 days per school year

11-month contract (201-220 contract days) = 11 days per school year

12-month contract (238 contract days or more) = 12 days per school year

Central office Administrators who work 12 months will be provided 15 days per school year.

Accrued but unused sick leave may be transferred to another school district, to the Oklahoma School for the Blind, or the Oklahoma School for the Deaf or may be used for service credit with the Oklahoma Teachers' Retirement System("OTRS"). According to applicable law, employees may transfer up to 60 accumulated and unused days of sick leave from another school district, and such transferred days shall be used first in case of illness.

District shall not compensate an employee for any accrued, unused sick leave, except in the case of an employee declaring full retirement. Full retirement is defined as an employee meeting OTRS guidelines for full retirement, declaring and subsequently beginning withdrawals from OTRS, and resigning employment from his/her current position with District. Any unused sick leave may be bought back by District at \$25.00 per day upon retirement. Unused sick leave days from other agencies or districts are not eligible for reimbursement.

When an employee is unable to work due to personal illness, injury, or pregnancy, or serious illness in the immediate family, the employee or employee's designee will notify his/her immediate

supervisor or designee at the work site at a time as established by existing District/department policy/practice, unless extenuating circumstances preclude this notification.

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Claiming sick leave on unusual or inclement weather days, claiming excessive sick leave during the last two months of employment, claiming sick leave on days immediately preceding or immediately following holidays or non-work days other than weekends, absences exceeding five (5) consecutive days or more, or presenting behaviors and/or patterns creating a reasonable suspicion that sick leave is being abused are all situations in which appropriate evidence may be requested from the employee by a supervisor. Appropriate evidence may include:

1. Medical professional's statement endorsed by the employee;
2. Employee statement endorsed by the principal or immediate supervisor;
3. Copies of claim submitted for insurance benefits; and
4. Other information, to include District form(s), as may be indicated by the circumstances.

Sick Leave Sharing: District hereby adopts a Sick Leave Sharing program to be administered in accordance with the applicable law and negotiated agreement.

Personal Leave: Unless otherwise specified by contract or negotiated agreement, full-time employees shall be entitled to three (3) days for personal business leave. Personal business leave is not cumulative. Unused personal business leave shall be either be paid out in the amount of twenty-five dollars (\$25.00) per day or converted to sick leave at the end of the fiscal year. Except in situations which are beyond the control of the employee, personal business leave may not be taken during the following periods of time, without Board approval:

1. The first or last week that school is in session; or
2. The day preceding or following a holiday or vacation period.

Emergency Leave: At any time during the fiscal year, District's Board may grant up to ten (10) days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave will only be available during the year in which the Board approves such leave or during the following fiscal year and shall not be cumulative from year to year. In approving emergency leave, the Board may designate that employees whose services are essential are not allowed emergency leave for days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.

Bereavement Leave: District will provide up to five (5) days of bereavement leave each year in the event of the death of one of the following relatives of a full-time employee: spouse, child, step child, parent, step parent, sibling, grandchild, or grandparent of the employee or the employee's spouse. An employee may use up to two (2) of the five (5) days of bereavement leave for persons not listed above. Bereavement leave must be approved by the employee's supervisor. Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used.

Jury or Witness Leave: All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

Military Leave: All employees shall be excused from employment for military leave according to applicable law. Upon receipt of the proper military orders, such leave shall be granted without loss of status and shall include his/her regular salary for a period of up to thirty (30) days.

Family Medical Leave: Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all full-time certified teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee's own serious health condition; or, 4) to care for the employee's spouse, child, or parent who has a serious health condition.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA qualifying reason during the 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. Military caregiver leave is available to an eligible employee once per veteran, per serious injury or illness.

Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity of such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

With the exception of leave approved for military care-givers, District will abide by the Rolling 12-Month Period. The 12-month period is to be measured backward from the date an employee uses any FMLA Leave. Under the Rolling 12-Month Period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Maternity Leave: Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
3. The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to this section shall be in addition to sick leave taken

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due to pregnancy and no employee who takes maternity leave pursuant to this section shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

Additional Leave Less Cost of a Substitute Teacher: If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to 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 of Absence: Any certified employee who has been employed full-time for at least three (3) consecutive years with District may request an unpaid leave of absence for a period which shall not exceed one (1) school year in duration. Requests for such leave must be made in writing, submitted to the superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. Requests for an initial Leave of Absence must be submitted no later than June 1 and be for an approved reason. Requests submitted after June 1 will be contingent on District's ability to find a suitable replacement. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Employees on an approved leave of absence may participate in and pay for continued insurance coverage or professional memberships, however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for

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reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing
2. Illness: Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the employee.
3. Educational Leave: Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
4. Election/Appointed Officer: Employees serving as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to June 1.

Vacation Leave: District will provide annual vacation with pay to those employees assigned to twelve-month positions. The following provisions will apply to all twelve-month employees unless otherwise specified by contract or negotiated agreement:

- Vacation days are cumulative, up to a maximum balance of 15 days. It is the employee's responsibility to monitor his or her vacation balances.
- No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 15 days.
- Vacation days up to 15 days will be paid out to the employee on an annual basis at a rate of twenty-five dollars (\$25.00) per day.

A full year of service is measured from July 1 to June 30. Vacation time will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for unapproved reasons, or for reasons that result in unpaid leave. The following accrual rates will apply to those employees eligible for paid vacation days:

0 to 4 consecutive years in District	10 days per year
5 consecutive years in District	11 days per year

6 consecutive years in District	12 days per year
7 consecutive years in District	13 days per year
8 consecutive years in District	14 days per year
9 or more consecutive years in District	15 days per year

Unless otherwise specified in a contract or negotiated agreement, an employee who leaves employment with District will be compensated at a rate of twenty-five dollars (\$25.00) per day, up to a maximum of 15 days.

Both the supervisor and the employee should strive to arrange vacation times during periods that are the least disruptive to the mission of the District.

Professional Leave: The Board may authorize leave for certified employees to attend professional conferences, conventions, and/or meetings which contribute to the basic functioning of the certified employee's assignment in accordance with District Regulation.

Holidays: District shall provide those holidays which are set forth on a school calendar and those which are specified by the Superintendent.

Adopted: December 12, 2022
Revised: July 13, 2023

FAMILY AND MEDICAL LEAVE

Eligibility: To be eligible for Family and Medical Leave Act (“FMLA”) leave, an employee must have worked for District for 12 months and have worked a total of at least 1,250 hours during the twelve months preceding the request for leave. Full-time teachers who have been employed by District for at least 12 months are deemed to be eligible. Full-time administrators who have been employed by District for at least 12 months shall also be deemed to be eligible.

Availability of Leave: As set forth in District Policy, an eligible employee may take up to twelve work weeks of FMLA leave in any twelve-month period for one or more of the following purposes:

- To care for a newborn son or daughter, a recently adopted child, or a recently placed foster child;
- Because of a qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation;
- To care for a spouse, child, or parent who has a serious health conditions; or
- Because of a serious health condition that makes the employee unable to perform the functions of the job.

District’s fiscal year, July 1 to June 30, shall be used for determining the twelve-month period for FMLA leave. A work week includes weeks during which District observes a holiday or school is closed for less than the full week. A work week does not include weeks when the employee would not otherwise have been working such as summer break when teachers do not work. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition which involves a) inpatient care in a hospital or residential medical facility or b) continuing treatment by a health care provider. Continuing treatment means:

- A. A period of incapacity of more than three (3) consecutive days that also involves:
 - the person being treated two (2) or more times for an injury or an illness by a health care provider or by a nurse, physician’s assistant, or other provider of health care services under orders of or on referral by a health care provider; or
 - the person is treated for an injury or illness by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

- B. Any period of incapacity due to pregnancy or for prenatal care;
- C. Any period of incapacity or treatment due to a chronic serious health condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and causes episodic rather than a continuing period of incapacity;
- D. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
- E. Any period of absence to receive multiple treatments, including any period of recovery from such treatments, when the treatments are for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days.

Intermittent Leave: Employees who wish to take FMLA leave on an intermittent basis or to stretch their leave by working on a reduced schedule need to show medical necessity or otherwise obtain the consent of the superintendent or appropriate designee. When employees request intermittent leave because of a birth or because of the placement of a child with them for adoption or foster care, supervisors will consider how the request for intermittent leave or reduced hours will affect the work of the areas they supervise.

Special rule: The twelve-week maximum per employee per year applies to couples, rather than individual employees, if both members of a married couple work for District AND the leave is for the purpose of caring for a new family member or sick parent. Leave requested because of an employee's own ill health is not subject to this limitation, nor is leave to care for the employee's sick spouse or child.

Example. Joe and Jane Jeffries both work for District and have not used any family leave in the last twelve months. To stay with their newly adopted child, they may each take six weeks leave (not twelve each), or one of them can take ten weeks and the other up to two weeks, or some other allocation that totals twelve weeks.

Giving Notice of Need for Leave: When possible, employees are required to give their immediate supervisors thirty (30) days notice of their expected need for family leave. Employees who do not themselves have thirty (30) days notice of their need for leave are required to give their supervisors as much notice as is practicable. Employees on leave shall call their supervisor periodically (at least every 30 days) to report on their expected return dates. If an employee fails to give the required notice of foreseeable leave, District may delay the taking of leave until at least thirty (30) days after the employee gives notice.

Providing Evidence of Need for Leave: Every employee requesting leave will complete an FMLA leave request form. If leave is needed because of the employee's or a family member's health condition, the form must be accompanied by a doctor's certificate. District may request a second opinion in some cases.

Pay during Leave: District provides paid leave to its employees, in accordance with District's Policy DI and applicable negotiated agreements. Upon commencing FMLA leave, employees are required simultaneously to take any paid leave for which they are eligible, including vacation time, if applicable. Once paid leave is exhausted, the employee goes on unpaid leave. Paid and unpaid leave both count toward the twelve-week limit of FMLA leave.

Benefit during Leave: Health care benefits will be continued during FMLA leave. Employees on FMLA leave will not be charged more than other employees for health insurance premiums but must arrange to pay their share of premiums during leave. Vacation and longevity benefits shall not accrue during FMLA leave. During periods of concurrent paid leave and FMLA leave, an employee's premiums shall be paid by the usual method until all paid leave is exhausted.

Return from Leave: Employees returning from leave will be restored to their old jobs and pay, wherever practicable, and receive all accrued benefits. If the employee's old job is not available, the employee shall be placed in an equivalent position.

Fitness-to-work certificate. Employees who take leave because of personal health problems may be required to provide certificates from their health care providers attesting that they are able to perform the essential functions of their jobs.

Key employees. Although higher paid employees—generally those in the top 10 percent of pay for their local area—are eligible for FMLA leave, District reserves the right to deny reinstatement to key employees if their reinstatement would cause substantial hardship. Employees whose job restoration is likely to be denied will be so informed when they request leave. Decisions will be made on a case-by-case basis and must take into account the impact of the absence of a key employee on District's operations.

Special Rules for Teachers: A “teacher” is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

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If a teacher begins leave more than five (5) weeks before the end of a semester, District may require the teacher to continue taking leave until the end of the semester if:

- 1) The leave will last at least three weeks, and
- 2) The teacher would otherwise return to work during the three-week period before the end of the semester.

District may also require a teacher to continue taking leave until the end of the semester if:

- 1) The leave was begun for a reason other than the teacher's own serious health condition during the five (5) week period before the end of the semester, and
- 2) The leave will last more than two (2) weeks, and
- 3) The teacher would return to work during the two-week period before the end of the semester.

District may also require a teacher to continue taking leave until the end of the semester if:

- 1) The leave was begun for a reason other than the teacher's own serious health condition during the three (3) week period before the end of the semester, and
- 2) The leave will last more than five (5) working days.

EXTRA-DUTY ASSIGNMENTS

General: There are certain duties within District which may be performed by teachers in addition to their regular teaching assignments and for which such teacher shall receive additional compensation. These duties shall be considered Extra-Duty Assignments. The Administration shall develop a list of the Extra-Duty Assignments which are available.

Compensation: Teachers selected to perform Extra-Duty Assignments shall receive the Extra-Duty Compensation for the particular assignment as determined by the Board and negotiated agreement.

Duties, Qualifications, and Responsibilities: The teacher's duties, qualifications, and responsibilities shall include those required for the Extra-Duty Assignment by law, regulation, policy, and any applicable job description. District may change or add any duties and responsibilities assigned to the teacher that relate to the Extra-Duty Assignment.

Limitations: A teacher shall not have any property interest in the Extra-Duty Assignment, and the Extra-Duty Assignment shall not be subject to the continuing contract law of the State of Oklahoma. Extra-Duty Assignments shall be made for a term not to exceed the current fiscal year.

Termination: Any Extra-Duty Assignment may be terminated by the Superintendent or by the employee at any time and with or without any cause. Upon termination, the Superintendent shall provide the teacher with written notice of termination of the Extra-Duty Assignment. If no action is taken to terminate the Extra-Duty Assignment during the fiscal year, the Extra-Duty Assignment shall terminate upon the conclusion of the performance of the Extra-Duty Assignment or at the end of fiscal year, whichever first occurs.

PROFESSIONAL DEVELOPMENT PROGRAM

Applicability: All licensed and certified teachers and administrators employed by District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

Professional Development Committee: As provided for by law, a Professional Development Committee shall be composed of classroom teachers, administrators, school counselors or licensed mental health providers, and parents/guardians/custodians of students in District. The Professional Development Committee shall consult with a member of the faculty of an institution of higher education as needed.

Professional Development Program: The Board shall adopt Professional Development Programs based on the recommendations of the Professional Development Committee. The Professional Development Committee shall prepare and recommend Professional Development Programs which comply with the regulations of the State Department of Education. The Professional Development Committee shall present such programs to the Board for review, modification, and adoption.

Penalties for Failure to Comply: The failure of any certified employee to meet the Professional Development Program requirements adopted by the Board may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withholding step increases. Teachers should maintain written documentation of all completed professional development courses.

Faculty Professional Growth: The Board believes that teachers need to keep abreast of new knowledge in their fields of expertise.

Staff Development:

1. Each teacher shall satisfy the District required staff development points each year.
2. Teachers are encouraged to attend workshops and conferences in their fields of study.
3. Teachers are encouraged to attend summer school for refresher courses from time to time.
4. Counselors are encouraged to attend programs specifically designated for school counselors each year.

Adopted: December 12, 2022
Revised: July 13, 2023

CODE OF CONDUCT

Code of Conduct: District employees will be guided by the following Code of Conduct.

As an employee of District, I will:

1. Promote a safe, orderly and engaging school environment, supporting active teaching and learning;
2. Assist students in coping with peer pressure and personal, social, behavioral and emotional problems;
3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination;
4. Initiate teacher/student/support staff conferences and parent/teacher/student/support staff conferences, as necessary, as a way to resolve problems;
5. Regularly review students' current educational progress in the areas of academics, attendance and behavior and career/post-secondary plans with students;
6. Provide information to assist students with educational planning and career/post-secondary planning;
7. Encourage and support students to benefit from curricular and extracurricular programs;
8. Communicate regularly with students, parents and other teachers concerning growth, well-being and achievement;
9. Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
10. Immediately intervene in any Policy violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person;
11. Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior; and
12. Comply with all Federal and state laws, District policies, regulations and procedures.

Professional Boundaries

The Board 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 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 Oklahoma State Department of Education (“OSDE”) Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that 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 the District administration with 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 responsibly supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members or District patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of 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 gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a

student are required to report this in writing to their supervisor, the Superintendent, or other District official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misrepresented by students or parents. Therefore, teachers, administrators, and support employees must avoid 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, coaches, 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 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 the 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. 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.

District has adopted policies relating to employee and student use of wireless telecommunications devices and social networking sites, and employees shall adhere to these provisions. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, status, sexual orientation, age or genetic information. Racial, ethnic, or sexual slurs in the presence of student 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 recommendation with regard to any other employee (ie. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

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

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

Adopted: December 12, 2022
Revised:

GENERAL STUDENT POLICIES

School Calendar: School shall actually be in session and classroom instruction offered:

- For not less than 1,080 hours with a minimum of 165 days of instruction each school year, if a district board adopts a school-hours policy and notifies the State Board of Education (“SBE”) prior to October 15 of the applicable school year; or
- For not less than 1,080 hours each school year, if a district board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year and meets the requirements established by the SBE pursuant to law.

Annually, the Superintendent or the Superintendent’s designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. In addition, the superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

School Day: A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law or as a result of extenuating circumstances such as a health and safety emergency. The Administration shall establish the school hours within the school day and class schedules for the schools within District and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. That information will be provided to students, parents and the public in the school handbooks.

Class Size: The Administration shall maintain appropriate class sizes as required by state law and applicable regulations.

School Ceremonies and Observances: According to state law, each school may conduct a daily pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. Schools within District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their

individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

Release of Students: All students are to remain on the school campus between the time of arrival and the close of the school day. Parents and/or guardians must check out students through the school office before taking the student from campus. Students shall only be released from schools to a parent or guardian unless the parent or guardian has provided the Principal with a written statement authorizing the release of the student to a third party without proper authorization. The Principal may contact the parent or guardian to authenticate or verify the written authorization. Students who leave campus without permission shall be subject to disciplinary action.

Adopted: December 12, 2022
Revised:

**ADMISSION, RESIDENCY, PLACEMENT,
TRANSFER, AND WITHDRAWAL**

Admission: The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of District;
- B. Students who have a legal transfer into District;
- C. Students who have been accepted by District on a tuition basis; and
- D. Foreign students who have been accepted by District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

Age Requirements:

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in District until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of twenty-six (26).
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.
- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the

first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

Immunization Requirements: No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of District:

- 1. Students whose parent, legal guardian or legal custodian holds legal residence in District.
- 2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
- 3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.

4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.
5. Students who reside in District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in District:

1. An admissions form shall be completed for each student initially enrolling to attend school in District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency. Such proof may include but is not limited to proof of payment of local ad valorem taxes, proof of rental payment or title to residential property in district, utility bill voter or car registration.
3. If a student is denied admission to a school in District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to District's Residency Officer in writing, stating the reasons for the appeal. District's Residency Officer shall be the Superintendent. District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of District's Residency Officer shall be final.
4. If a student has been admitted to attend school in District after establishing a bona fide legal residence in District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if District determines that the student did not in fact establish a bona fide legal residence in District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Residency by Military Order – A student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order will be considered in compliance with the residency requirements as provided by law. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or legal guardian

shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

1. A temporary on-base billeting facility,
2. A purchased or leased home or apartment, or
3. Federal government or public-private venture off-base military housing.

For purposes of this policy:

“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

“Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

Power of Attorney: A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records., or those powers specifically delegated to the attorney-in-fact.

Withdrawals: Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student’s residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student’s age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Students transferring into District from a school not accredited by the Oklahoma State Department of Education (“OSDE”) or enrolling in District immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from District. Exams will be given only for courses offered at District. Copies of the exams and their results will be placed in the student’s file.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

Placement of Student Victims: Upon the Superintendent’s receipt of notice from a juvenile bureau that a student of District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

Student Transfers: Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District. District’s Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District’s capacity will be published on District’s website and reported to the State Department of Education (“SDE”). District’s capacity is as follows:

- District has a capacity of 50 in Grade Pre-K at the Elementary School.
- District has a capacity of 50 in Grade K at the Elementary School.
- District has a capacity of 50 in Grade 1 at the Elementary School.
- District has a capacity of 50 in Grade 2 at the Elementary School.

- District has a capacity of 50 in Grade 3 at the Elementary School.
- District has a capacity of 50 in Grade 4 at the Elementary School.
- District has a capacity of 50 in Grade 5 at the Elementary School.
- District has a capacity of 50 in Grade 6 at the Middle School.
- District has a capacity of 50 in Grade 7 at the Middle School.
- District has a capacity of 50 in Grade 8 at the Middle School.
- District has a capacity of 50 in Grade 9 at the High School.
- District has a capacity of 50 in Grade 10 at the High School.
- District has a capacity of 50 in Grade 11 at the High School.
- District has a capacity of 50 in Grade 12 at the High School.

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education (“SBE”) to the District Superintendent. If the capacity of a grade level for each school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or attendance issues. “Attendance issues” as defined are ten (10) or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving applications for the subsequent school year on or after January 1st each school year. District will not approve or deny transfer applications until after the Board’s July 1st capacity determination.

All student transfers previously granted will remain in effect unless the District takes action to deny a future year’s attendance based on discipline or attendance issues as previously stated herein. If District intends to deny a student’s continued transfer, the parents or guardians will be notified by or before July 15th.

If the grade a student is entitled to pursue is not offered in the student’s resident district, the transfer will be automatically approved. A student whose parent or legal guardian is employed by the District shall be allowed to transfer to the District regardless of capacity. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services (“DHS”) in foster care who is living in the home of a student who transfers to the District may attend the District as provided for by law.

The brother or sister of a student who transfers to District may attend school in the District so long as the District has capacity and the brother or sister does not meet the criteria as a basis for denial. Applications will be considered in the order in which they are received by the District and a

separate application must be submitted for each student who desires a transfer.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

Special Education and Gifted Education Transfers: Transfers regarding these students will be considered in accordance with the law and SDE regulations.

Military Parent Transfers: Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity if: a) at least one (1) parent of the student has a Department of Defense-issued identification card; and b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

McKinney-Vento Act: The Education for Homeless Children and Youth ("EHCY") program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EHCY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is Lori Grimes and may be reached at Lgrimes@minco.k12.ok.us or 405-352-4867. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act (“FERPA”).

District Responsibilities: Beginning with the 2024-2025 school year, the State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child’s best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth’s best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth’s living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth “shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local

liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation, and transportation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District's homeless liaison:
 - a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
 - b. If the dispute is not resolved at the point, Complainant may file a Complaint in writing to District's homeless liaison for further review.
 - c. The Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the Complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the Complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the Complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the Complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the Complainant may take the matter before the Board for resolution. If this effort for resolution fails, the Complaint may be taken to the OSDE.

**ADMISSION, RESIDENCY, PLACEMENT,
TRANSFER, AND WITHDRAWAL**

Admission: The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of District;
- B. Students who have a legal transfer into District;
- C. Students who have been accepted by District on a tuition basis; and
- D. Foreign students who have been accepted by District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

Age Requirements:

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in District until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of twenty-six (26).
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.
- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the

first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

Immunization Requirements: No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of District:

- 1. Students whose parent, legal guardian or legal custodian holds legal residence in District.
- 2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
- 3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.

4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.
5. Students who reside in District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in District:

1. An admissions form shall be completed for each student initially enrolling to attend school in District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency. Such proof may include but is not limited to proof of payment of local ad valorem taxes, proof of rental payment or title to residential property in district, utility bill voter or car registration.
3. If a student is denied admission to a school in District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to District's Residency Officer in writing, stating the reasons for the appeal. District's Residency Officer shall be the Superintendent. District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of District's Residency Officer shall be final.
4. If a student has been admitted to attend school in District after establishing a bona fide legal residence in District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if District determines that the student did not in fact establish a bona fide legal residence in District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Residency by Military Order – A student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order will be considered in compliance with the residency requirements as provided by law. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or legal guardian

shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

1. A temporary on-base billeting facility,
2. A purchased or leased home or apartment, or
3. Federal government or public-private venture off-base military housing.

For purposes of this policy:

“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

“Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

Power of Attorney: A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records., or those powers specifically delegated to the attorney-in-fact.

Withdrawals: Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student’s residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student’s age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Students transferring into District from a school not accredited by the Oklahoma State Department of Education (“OSDE”) or enrolling in District immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from District. Exams will be given only for courses offered at District. Copies of the exams and their results will be placed in the student’s file.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

Placement of Student Victims: Upon the Superintendent’s receipt of notice from a juvenile bureau that a student of District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

Student Transfers: Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District. District’s Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District’s capacity will be published on District’s website and reported to the State Department of Education (“SDE”). District’s capacity is as follows:

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- District has a capacity of 50 in Grade 11 at the High School.
- District has a capacity of 50 in Grade 12 at the High School.

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education (“SBE”) to the District Superintendent. If the capacity of a grade level for each school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or attendance issues. “Attendance issues” as defined are ten (10) or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving applications for the subsequent school year on or after January 1st each school year. District will not approve or deny transfer applications until after the Board’s July 1st capacity determination.

All student transfers previously granted will remain in effect unless the District takes action to deny a future year’s attendance based on discipline or attendance issues as previously stated herein. If District intends to deny a student’s continued transfer, the parents or guardians will be notified by or before July 15th.

If the grade a student is entitled to pursue is not offered in the student’s resident district, the transfer will be automatically approved. A student whose parent or legal guardian is employed by the District shall be allowed to transfer to the District regardless of capacity. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services (“DHS”) in foster care who is living in the home of a student who transfers to the District may attend the District as provided for by law.

The brother or sister of a student who transfers to District may attend school in the District so long as the District has capacity and the brother or sister does not meet the criteria as a basis for denial. Applications will be considered in the order in which they are received by the District and a

separate application must be submitted for each student who desires a transfer.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

Special Education and Gifted Education Transfers: Transfers regarding these students will be considered in accordance with the law and SDE regulations.

Military Parent Transfers: Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity if: a) at least one (1) parent of the student has a Department of Defense-issued identification card; and b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

McKinney-Vento Act: The Education for Homeless Children and Youth ("EHCY") program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EHCY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is Lori Grimes and may be reached at Lgrimes@minco.k12.ok.us or 405-352-4867. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act ("FERPA").

District Responsibilities: District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child's best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth's best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth's living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth "shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation,

and transportation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District's homeless liaison:
 - a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
 - b. If the dispute is not resolved at the point, Complainant may file a Complaint in writing to District's homeless liaison for further review.
 - c. The Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the Complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the Complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the Complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the Complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the Complainant may take the matter before the Board for resolution. If this effort for resolution fails, the Complaint may be taken to the OSDE.

Adopted: December 12, 2022

Revised:

ATTENDANCE

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

Absences: Students are expected to attend all classes if possible. Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level and absences due to participation in a remote Internet-based course approved by the Board shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extra-curricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher.

Chronic Absenteeism: Chronic absenteeism is occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a one hundred and eighty (180) day school calendar or ten percent (10%) or more of school days on a one thousand and eighty hour (1,080) hour school calendar. The District recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by district's medical exemption review committee. District's medical exemption review committee consists of a teacher, the principal and the counselor.

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

- A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;
- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound

education is not appropriate due to brief recurring absences for treatment purposes;

- C. The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.
- D. Examples of significant medical conditions may include, but are not limited to:
 - a. Student has a terminal disease or degenerative illness, or has been placed in hospice care;
 - b. Student is comatose;
 - c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);
 - d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
 - e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
 - i. A natural disaster or other event;
 - ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism);
 - iii. Drowning;
 - iv. Poisoning, fall, or a traumatic brain injury; or
 - v. Fire or explosion in student's home.
- E. Absent another qualifying condition, a significant medical condition does not include:
 - a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
 - b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;
 - c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
 - d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as “excused” under Oklahoma law and/or district policies should be classified as “excused” in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a “significant medical condition”. Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student’s identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (“OSDE”) Office of Accountability. All documentation considered during the medical exemption review committee’s consideration of potentially eligible absences shall be maintained by the district.

Attendance Policy: The student Attendance Policy is set forth in the Student Handbook. Students must comply with the attendance policy. However, the Superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

Virtual Attendance Policy: District recognizes that circumstances may create a need for the implementation of its virtual education program. In the event that this situation arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. “Instructional activities” shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student’s grade for the semester during which the assignment is completed, testing, and other activities identified as such by the District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

- a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
- b. Is on pace for on-time completion of the course as defined by District’s board of education, or
- c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

- a. The number of school days during which the student completed instructional activities during the quarter,
- b. The number of school days proportional to the percentage of the course that has been completed, or
- c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. All assignments must be completed by the assigned due date and will be graded and recorded in the gradebook weekly. The same grading scale and policies with respect to completion of work will be applicable. Teachers will monitor student work on a regular basis and meet with each student virtually at least one (1) or two (2) times each week. Teacher attendance will be monitored with respect to their availability to their students and performance of their daily teaching duties. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/teacher/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Students who are interested in participating in extracurricular activities must attend at least one (1) class period on campus each day. This class period can be the class for the co-curricular or extra-curricular activity if it is a part of the school day.

Adopted: December 12, 2022
Revised:

GRADING, PROMOTION, RETENTION, AND GRADUATION

Grading: The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth District's grading system, including class ranking. Any students attending school on a virtual platform will be subject to the same grading scale and policies as all other District students.

Testing: No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;
2. Religious beliefs;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Mental or psychological problems potentially embarrassing to the student or his family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

Homework: Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Supplies: Students may be required to buy material for use in classroom activities or projects that are optional and/or extra-curricular projects that may be taken home when student has completed the project.

Report Cards and Progress Reports: District shall make report cards available to parents and/or guardians at the end of each semester. In addition, teachers may send progress reports, may make telephone calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled each semester.

Transcripts: A transcript is any record of a grade or grades given to a student by a teacher such as a report card. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook or failed to make payment for a textbook which has not been returned, District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

Promotion: Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

Retention: In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student's level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefitting the student's development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent. The decision of the Board shall be final. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

Reading Sufficiency Act: Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention. Upon demonstration of proficiency, the District shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.

If a third-grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student is not meeting grade-level targets on a screening instrument which meets the reading skills criteria, the District will immediately begin a student reading portfolio and provide notice to the parent or guardian of the deficiency. If a student has not satisfied proficiency requirements by the end of their third-grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text.

A student not eligible for automatic promotion as provided for under the above listed paragraph and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment may be evaluated for “probationary promotion” by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed “probationary promotion”, the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading

skills criteria for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade criterion-referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or “probationary promotion” as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;
- c. A description of the proposed supplemental instructional services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency;
- d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;
- e. Strategies for parents to use in helping the student succeed in reading proficiency;
- f. The grade-level performance scores of the student;
- g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and
- h. The specific criteria and policies of District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

Good Cause Exemptions:

- a. English language learner who has had less than two (2) years of instruction in an English language learner (“ELL”) program;
- b. Student with a disability whose individualized education program (“IEP”), consistent with state law, indicates that the student is to be assessed with alternative

achievement standards through the Oklahoma Alternative Assessment Program (“OAAP”);

- c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;
- e. Student with a disability who participates in the statewide criterion referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student’s individualized education program;
- f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- g. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

- 1. The teacher of the student shall submit documentation to the school principal that indicates the student meets one of the exemptions and promotion is appropriate. The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;
- 2. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and
- 3. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

A retained student who can demonstrate that he or she is successful and independent reader, is reading at or above grade-level targets, and is ready to be promoted to fourth grade may be promoted mid-year. District may reevaluate the student using multiple tools, including: screening assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the SBE. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to law, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to law, and upon showing progress sufficient

to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

A student who is otherwise promoted as provided herein or is promoted for good cause shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for each student until the student meets grade-level targets in reading. The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

Dyslexia Screening: Any student enrolled in kindergarten-third grade in an Oklahoma public school who is assessed through the Reading Sufficiency Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

Acceleration: Based on results of assessments, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

Credit for Advanced Courses: The Board believes that an important part of the educational process is the encouragement of students to strive for their intellectual limits.

Concurrent College Enrollment: As an additional opportunity, and in compliance with state law, the Board will approve the enrollment of high school students in college courses. Students who meet the concurrent enrollment credits established by the State Regents and the State Board of Education shall be entitled to receive a tuition waiver for up to eighteen (18) credit hours during their senior year. Subject to the concurrent enrollment program for seniors being fully funded, each high school junior who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver for up to nine (9) credit hours during their junior year.

Individual Career and Academic Plan ("ICAP"): Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student's parent/legal guardian, in collaboration with the student's school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including but not limited to, military careers, apprenticeship programs, and career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid, and ultimately enter the workforce. Each year following a student's ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

- a. career and college interest surveys,
- b. written postsecondary workforce goals and information of progress toward these goals,

- c. intentional sequence of courses that reflect progress toward the postsecondary goal,
- d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery, and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

Graduation Requirements: In order to graduate from District, students must complete certain course requirements and tests and be enrolled in District as set forth in Administrative Regulations or Student Handbook and state law.

Graduation Exercises: Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook.

Graduation Attire: Students who can verify their enrollment in a federally recognized Indian tribe or tribe of another country will be allowed to wear tribal regalia during the District's official graduation ceremonies.

No alterations may be made to the graduation robe and any beading shall be attached to the mortar board and shall not exceed the edge of the mortar board such that it impedes an individual's ability to see or be seen. No discriminatory, intimidating or harassing items of any kind, profanity, anything relating to drug paraphernalia or the like, or any other obscenities of any kind may be incorporated with the regalia. Prior to the beginning of the graduation ceremony, each student celebrating their tribal heritage through expression on their regalia must check in with District personnel for approval of the items. For purposes of this policy, students are considered students of District until graduation ceremonies have been completed and are required to abide by District's policies and procedures. Failure to follow the aforementioned guidelines may result in disciplinary action and/or prohibition from participation in graduation exercises.

"Tribal Regalia" is defined as traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance. Tribal regalia shall not include a firearm or any other weapon. Tribal regalia also does not include any object otherwise prohibited by federal law unless it is in compliance with a properly obtained federal permit.

Adopted: December 12, 2022
Revised: July 13, 2023

GRADUATION

- I. A student shall be a graduate of the District and entitled to a High School diploma whenever that student has:
 - A. Successfully completed the minimum number of credits established by the District for graduation; and
 - B. If the student elects to participate in graduation ceremonies, complete such exercises in accordance with these guidelines.
- II. Any student who elects to participate in graduation exercises will still be considered a student of the District until such ceremonies have been completed. The graduation process is “completed” when caps and gowns have been turned in to the responsible party after the last graduation program and the student has exited the premises.
- III. All students participating in graduation ceremonies will be required to abide by the school’s discipline code as outlined in the Student Handbook. In addition, students shall not engage in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
- IV. The Administration may impose discipline on any student who commits any act referred to in (III) above. It is recommended that the Administration take necessary steps to impose discipline as soon as is convenient after completion of the graduation exercises. Such discipline may include but shall not be limited to permanent denial of a diploma and suspension from school for the balance of the school year if the commencement ceremony is held prior to the end of school.
- V. District will award a certificate of distinction to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:
 - A. Earned four units each in English, mathematics, social studies, and science;
 - B. Earned two additional units in the area of technology, the humanities, or the arts;
 - C. Earned two units in a foreign language; and
 - D. Achieved a proficient or advanced score on certain statewide assessments as required by Section 1210.508.

STUDENT ACTIVITIES

General: Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Organizations: District shall permit the formation of student organizations as provided by Administrative regulations and procedures. Student organizations shall have at least one (1) faculty advisor and shall comply with state law, District policy, and any Administrative Regulations regarding funds from student activities.

Government: District shall permit the formation and operation of student government which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies and/or regulations for District, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the Administration on any topic.

Publications: District may establish official District-sponsored publications as a forum for student expression. Official District-sponsored publications may include newspapers and yearbooks. The preparation, publication, and distribution of such student publications shall be done by students working under the supervision of a faculty advisor and shall be done in accordance with the law, District policy, and any applicable Administrative Regulations and procedures.

Contests and Competitions: Students may participate in various contests and competitions whether sponsored by District or by other organizations when approved by the appropriate administrator. In determining participation in contests and competitions, District administrator shall consider the primary educational aims of District and the needs and interests of the students. Contests shall not be used to promote private or commercial interests or to promote the sale of competitive goods or services. All contests to be conducted shall comply with any applicable Administrative Regulations and procedures. District may provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend district, regional, state, or other competitions.

Other Extra-curricular Activities: A well-organized and well-conducted extra-curricular program is a potent factor in the morale of the student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible

by participation in extra-curricular and athletic activities. The eligibility of students to participate in the District's extra-curricular programs shall be monitored by coaches, sponsors, and principals.

Insurance against accident or injury, if required by any applicable law or regulation or desired by the parent or guardian of the student, shall be provided by the student who engages in extra-curricular activities, and will not be provided by the school.

Head Injury and Concussion Prevention and Management: In an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, District will work in conjunction with the Oklahoma Secondary Schools Activities Association ("OSSAA") to educate coaches, students, and parents/guardians about head injuries and concussions, the risks associated with head injuries and concussions, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the District. The District will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website; www.ossaa.com.
2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the District. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.
4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
 - a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and
 - b. Said health care provider issues a written clearance for the student to return to participation; and
 - c. The written clearance is on file with District.

*The health care provider should also offer guidance as to the appropriate levels of cognitive and physical activities in which the student should partake when returning to school.

5. Students who are recovering from a concussion are advised to limit their activities. Exercising or activities involving a lot of concentration may cause concussion symptoms to reappear or worsen. Academic adjustments for a student who returns to school while recovering from a concussion should be tailored on a case by case basis. A variety of services are offered to assist students who experience prolonged recovery in accordance with law and policy. These services include, but are not limited to, interventions, 504 Plans, and Individualized Education Plans (IEPs).
6. When an athlete is cleared to return to participation in a sport, such return should consist of a graduated progression. Game officials and team officials shall keep a close eye on returning athletes and shall undergo concussion training as required by law so that they can identify any signs or symptoms of initial or recurring concussions.
7. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the District, the District Athletic Director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:
 - a. The athlete's name;
 - b. The date the suspected head injury or concussion occurred;
 - c. The sport in which the athlete was participating at the time of injury; and
 - d. Any other sports in which the student participates or may be participating within the District in the given school year; and
 - e. Date of return to athletic participation, along with confirmation that all three conditions for return were met.

Chase Morris Sudden Cardiac Arrest Prevention Act: Each year prior to participation in any athletic activity, students in grades seven through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity shall complete the sudden cardiac arrest training course offered by the State Department of Health.

Field Trips: Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught.

Overnight Student Trips: All overnight student trips will be approved by the Board and will include adult sponsors. The adult sponsor must be approved by the principal and the Superintendent prior to the trip.

CONCUSSION AND HEAD INJURY INFORMATION SHEET

A concussion is a type of brain injury caused by a bump, blow, or jolt to the head that causes the head and brain to move rapidly back and forth. A concussion cannot be seen and signs or symptoms can show up right after the injury or not until days or weeks after the injury. Children and adolescents are at the greatest risk for concussions. Proper recognition and response to a concussion can prevent further injury and help with recovery.

Signs and symptoms of a concussion may include, but are not limited to the following:

- Headache
- Feeling dizzy, sluggish, or foggy
- Fatigue or feeling tired
- Feeling bothered by light or noise
- Having double or blurry vision
- Vomiting or nausea
- Trouble focusing or remembering
- Feeling emotional or “down”
- Feeling confused
- Problems with sleep
- Loss of consciousness, even briefly
- Mood, behavioral or personality changes
- One pupil is larger than the other
- Slurred speech
- Numbness
- Convulsions or seizures

If a student suspects he or she has a concussion, it should be reported immediately so that appropriate safety measures can be taken. If a team official or game official suspects that a student has suffered a concussion, the student will be removed from play immediately pending examination by a licensed health care provider. No student should return to school or any athletic activity without being evaluated by a licensed health care provider trained in the evaluation and management of concussions. Before returning to play, the student shall receive written clearance to return to participation from a licensed health care provider. The health care provider should also offer guidance as to the appropriate levels of cognitive and physical activities in which the student should partake. Students who return to school after a concussion may need to take rest breaks, spend fewer hours at school, spend more time on assignments, or reduce time on computers, reading or writing.

An athlete should not return to participation in a sport the day of an injury and until a licensed health care provider says it is safe. Students who return to play too soon risk a second concussion and subsequent concussions can be very serious and may lead to permanent complications. When an athlete is cleared to return to participation in a sport, such return should consist of a graduated progression. The parents/guardians and coaching staff should watch closely for concussion symptoms and the athlete should only move to the next step if he or she does not suffer symptoms at the current step. If any symptoms do return or new symptoms arise, the medical provider for the athlete should be contacted immediately. After more rest and no concussion symptoms, the athlete may return to the previous step.

The Progression of Returning to Participation in a Sport Consists of 5 Steps:

- Baseline: The athlete is back attending regular school activities, is no longer experiencing symptoms when doing these activities, and has been cleared by their health care provider to begin the return to participation in a sport process.
- Step 1: The athlete should begin with light aerobic exercise to increase the heart rate. About 5-10 minutes in duration. No weight lifting.
- Step 2: The athlete should continue with more moderate activities to increase the heart rate with body or head movement (eg. Moderate-intensity jogging and stationary biking).
- Step 3: The athlete should add heavy, non-contact physical activity such as running, weightlifting, high-intensity stationary biking.
- Step 4: The athlete may return to practice and full contact in a controlled practice setting.
- Step 5: The athlete may return to competition.

Failure of any District employee who supervises student athletes to remove the athlete from the practice or competition upon suspicion that the athlete is exhibiting symptoms or behaviors consistent with having sustained a concussion or head injury will result in appropriate disciplinary action.

The Oklahoma State Department of Health has developed an extensive concussion management section on its website at concussion.health.ok.gov. We recommend that students, parents, and staff review the information provided by the Health Department prior to participating in athletic activities.

This document must be reviewed, signed, and returned to the school prior to an athlete's participation in practice or competition. A new form must be completed at the beginning of each school year. By signing this document, I am acknowledging that I have read and understand the policies and procedures regarding concussion management and that I agree to abide by said policies.

Student Name

Date

Student Signature

Parent/Guardian Name

Date

Parent/Guardian Signature

Adopted: December 12, 2022
Revised:

STUDENT SERVICES

Special Education Students: District shall provide those necessary services for disabled students which are required by law and/or regulation.

Independent Education Evaluation (“IEE”): A parent and/or an adult student has the right to obtain an IEE at public expense if he or she disagrees with an evaluation obtained or conducted by District. An IEE means one or more individual assessments, each completed by a qualified examiner who is not employed by District.

Student Assistance Program: Alcohol and drug use impair a student’s abilities and limit the effectiveness of the student’s educational program. District shall provide a Student Assistance Program which shall be a cooperative effort to provide alcohol and drug abuse prevention education, early identification, referral, and support to students. In addition, certain students may be required to participate in drug testing programs, as set forth in the school handbooks and regulations.

Gifted Student Programs: District shall provide programs for gifted students in accordance with District’s plan for gifted and talented students to be prepared, implemented, and maintained by the Administration.

Alternative Education: District provides an alternative education program for at-risk or high-challenged students.

Homebound Services: District may provide homebound services to: 1) any student with a medical condition so severe that it will cause the student to be absent from school for two consecutive weeks or more and whom the homebound team determines can benefit educationally from such a program; 2) any pregnant student whose medical condition requires confinement to the home; or 3) any disabled student whose educational needs can best be met by such a program, as determined by an Individualized Education Program (“IEP”) Team or Section 504 Accommodation Team. Eligibility for homebound services, the services provided, and the duration of such services shall be determined by the homebound team, the IEP team, or the Section 504 Accommodation Team, whichever is appropriate. The Administration may develop, implement, and maintain procedures for providing homebound services to students.

Summer School/Night School: The Board may authorize the conducting of summer school or night school as deemed appropriate. In adopting either a summer school or night school program, the Board shall determine an appropriate curriculum, teacher compensation, and admissions guidelines.

School Counselor: District employs School Counselors who may serve as liaisons between students, teachers, and parents, and may provide personal counseling, educational planning, career planning, enrollment, and individual and group testing. Students may be referred to a School Counselor by teachers or principals. In addition, parents who wish to meet with a School Counselor may schedule an appointment and students may request an appointment through their home-room teacher.

Work-Study: District may establish by regulation a work-study program for students in their senior year of high school.

INDEPENDENT EDUCATION EVALUATION (“IEE”)

A parent and/or adult student has the right to obtain an IEE at public expense if he or she disagrees with an evaluation obtained or conducted by District. A parent and/or adult student is only entitled to one IEE at public expense for each District evaluation. District may initiate a due process hearing to determine if the evaluation it conducted is appropriate.

Guidelines governing Parent request for an IEE:

- A. Select a qualified examiner (see below)
- B. Contact the Director of Special Services at 405-352-4867 so that District can open a purchase order to pay for the evaluation services.
- C. Upon completion of the evaluation, a copy of the evaluation will be provided to the Director of Special Services and a meeting with the IEP team will be scheduled to discuss and consider the evaluation results.

The criteria under which an IEE is obtained, including the location of the evaluation and the qualifications of the examiner, will be the same as the criteria that District uses when it initiates an evaluation. District’s criteria for conducting an IEE are as follows:

- A. The location for the evaluation should be in or within an eighty (80) mile radius of Minco, Oklahoma unless otherwise approved by the District Superintendent.
- B. Required Qualifications of the Examiner:
 - 1. Psycho-educational Evaluation:
 - a. School Psychologist - Masters Degree, special course of study in assessment and interpretation, State certification, or NCSP certification **or**
 - b. Psychological Clinician - Masters Degree, OPM requirements, special course of study in assessment and interpretation, minimum 5 years’ experience in assessment and interpretation of test results **or**
 - c. Psychologist - Doctors Degree, State license, special course of study in assessment and interpretation, minimum 5 years’ experience in assessment and interpretation of test results **or**
 - d. Licensed Professional Counselor (“LPC”) - Masters Degree, State license, special course of study in assessment and interpretation,

minimum 5 years' experience in assessment and interpretation of test results.

2. Speech Pathologists, Audiologists, Occupational Therapists, Physical Therapists, and Physicians:
 - a. Hold appropriate Certification.
 - b. Possess clinical pediatric experience in evaluating and treating children in the area of disability being evaluated.
 - c. Physicians must be Board Certified in the appropriate specialty area.

C. Some Recommended Assessment Providers:

1. UCO Psychology Clinic
UCO Education Building, Suite 307
Edmond, OK 73034
405-974-2758
2. Oklahoma Assistive Technology & Educational Consulting Associates, Inc.
200 S. Ranchwood Blvd., Suite 8
Yukon, OK 73099
405-740-3901
3. Oklahoma Assistive Technology Center
("OATC")
1600 N. Phillips
Oklahoma City, OK 73104
405-271-3625
4. AbleTech - Consultation Resource, NOT an evaluator
1514 W. Hall of Fame Ave.
Stillwater, OK 74078
800-257-1705
[Http://okabletech.org](http://okabletech.org)
5. Sandra Reese-Keck
Aspire Oklahoma
aspireoklahoma@gmail.com
6. Dr. Steve Sternlof, Clinical Psychologist
Psychology Specialists of Oklahoma
Jamestown Office Park – North Building
3035 NW 63rd, Suite 227
Oklahoma City, OK 73116
(405) 242-6460

7. Betsy Chen, M.A., BCBA
betsyyc@gmail.com
808-343-9757
 8. Dr. Daniel Gering
Cornerstone Behavioral Health and Pediatric Therapies
1900 E. 15th St., 800B
Edmond, OK 73013
405-455-6868
 9. UCO Learning and Behavioral Clinic
301 S. Boulevard, Suite 117
Edmond, OK 73034
405-285-6671 (please leave a message)
- D. Reasonable Cost Containment Criteria: The cost of an IEE should reflect reasonable rates for such services in the area, not to exceed a rate of \$2,500.00 for comprehensive evaluations. Please contact the Director of Special Services to determine customary rates applicable to the area of testing sought.
1. A parent and/or adult student may demonstrate unique circumstances that justify an IEE that exceeds the criteria or maximum fee schedule.
 2. District may also demonstrate unique circumstances regarding the IEE exceeding the cost ceiling.
- E. Each completed evaluation must include one meeting with the IEP team to present the evaluation results. All evaluation results will be considered by the IEP team and the District.

Adopted: December 12, 2022
Revised:

STUDENT RECORDS

General: District shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

Notification of Rights: District is subject to and complies with the Family Educational Rights and Privacy Act ("FERPA"). Student records, including course grades of students, will be maintained confidentially as required by law. Within the first three weeks after the start of classes each school year, District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board hereby designates the following information to be directory information:

1. The student's name;
2. The names of the student's parents;
3. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
4. The student's extracurricular participation;
5. The student's achievement awards or honors;
6. The student's weight and height if a member of an athletic team;
7. The student's photograph;
8. The students dates of attendance; and
9. The most recent educational institution the student attended prior to the student enrolling in this district.

District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

Requests for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in Administrative Regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.

Military Recruiters: The Elementary and Secondary Education Act ("ESEA"), as amended by the Every Student Succeeds Act ("ESSA"), provides that military recruiters and institutions of higher education are entitled, upon request, to receive the name, address, and telephone listing of secondary students served by the District, unless the parent of such student (or secondary student who has reached the age of 18) has submitted a written request to the District to opt out of such disclosure. Additionally, each District receiving assistance under the ESEA must provide military recruiters with the same access to secondary students as is provided generally to institutions of higher education or to prospective employers of those students.

Records of Requests for Disclosure: District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed, or access granted. Such record shall not be maintained as a part of each student's school records but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted, or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations.

Fees for Copies: District may charge fees, as set forth in District Policy BA and/or any applicable Administrative Regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

**COMPLIANCE WITH FAMILY EDUCATION
RIGHTS AND PRIVACY ACT OF 1974**

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

1. The right to inspect and review the student's education records within 45 days after the day District receives a request for access.

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

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask District to amend a record should write the Superintendent or the Superintendent’s designee, clearly identify the part of the record they want changed, and specify why it should be changed. If District decides not to amend the record as requested by the parent or eligible student, District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A District official also may include a volunteer or contractor outside of District who performs an institutional service or function for which District would otherwise use its own employees and who is under the direct

control of District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another District official in performing his or her tasks. A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, District discloses education records without consent to officials of another district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that District may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- ◆ To other District officials, including teachers, within the District whom District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- ◆ To officials of another district, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- ◆ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- ◆ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- ◆ To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- ◆ To organizations conducting studies for, or on behalf of, District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- ◆ To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- ◆ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- ◆ To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- ◆ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- ◆ Information District has designated as "directory information" under §99.37. (§99.31(a)(11))

STUDENT DRESS CODE

General: There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach (i.e.: cheerleader outfits, pom team and band uniforms, team shirts).

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action. The principal's judgment concerning the appropriateness of clothing is final.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board as set forth in District Policy and applicable student handbook. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by District; (b) in transit to or from school or any function authorized or sponsored by District; or (c) on any property subject to the control and authority of District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products as defined in Policy BB;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Use of a wireless telecommunication device in a way contrary to Policy BJ or to Administrative Regulation BJ-R.

6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; ammunition; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission; or loitering in parking areas or between school and town during school hours or activities;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
13. Engaging in threatening behavior which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting,

encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Refusing to do required assignments, refusing to go to assemblies directly from class, leaving class before being dismissed, being out of class during class period, failure to take books and supplies to class, passing notes in class, chewing gum or candy in class, and any behavior in class that interferes with the learning of others. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
21. Immorality at school or school activity, use of foul language or obscene gestures at school or school activity, public displays of affection, or showing poor sportsmanship at activities.
22. Running or being excessively noisy in hallway, lunchroom misconduct, bringing any audio, radio or tv appliance to school without permission.
23. Not parking in assigned parking areas, reckless driving on campus or any street adjacent to campus at any time.
24. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
25. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.
26. Engaging in any form of hazing. Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. Hazing is prohibited by Oklahoma law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of District shall be prohibited if such conduct or activity is: a) a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, c) any form of communication specifically directed at students or school personnel which is considered to be bullying or threatening behavior, or d) disrupts school operations.

In addition to disciplinary actions, District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

Additional Procedures Related to Bullying: It is District's policy that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying.

Adopted: December 12, 2022
Revised:

BULLYING

Definitions, Explanations, and Types of Bullying: Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects bullying. This results in a reluctance or resistance to attend school.

Bullying includes, but is not limited to, a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication; directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment may include, but is not limited to, the following:

- A. Verbal, physical, or written harassment or abuse;
- B. Repeated remarks of a demeaning nature;
- C. Implied or explicit threats concerning one's grades, achievements, etc.;
- D. Demeaning jokes, stories, or activities directed at the student;
- E. Unwelcome physical contact.

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the

self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a

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serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.

Electronic Communication involves the communication of any written, verbal or pictorial information or video content by means of an electronic device, including but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, including a computer. Bullying of students by electronic communication is prohibited 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.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

Student and Staff Education and Training: All staff will be provided with a copy of District's policy on the prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Training for administrators and school employees shall be completed the first year of employment and then once at least every fifth academic year.

Students shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

District's Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state

agencies, or school districts.

Investigative Procedures:

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. Detailed information should be provided to the building principal in written form to allow for a thorough investigation.

2. Upon receipt of a written report, the building principal shall contact the superintendent and or his/her designee and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that District's Student Code of Conduct has been violated, the building principal shall follow District policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the Superintendent or designee within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the Superintendent or designee of the findings of the investigation. Documentation should also be provided to the Superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Adopted: December 12, 2022
Revised: July 13, 2023

BULLYING INCIDENT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling

_____ Spitting

_____ Stalking

_____ Demeaning Comments

_____ Inappropriate Gesturing

_____ Stealing

_____ Staring/Leering

_____ Damaging Property

_____ Writing/Graffiti

_____ Shoving/Pushing

_____ Threatening

_____ Hitting/Kicking

_____ Taunting/Ridiculing

_____ Flashing a Weapon

_____ Inappropriate Touching

_____ Intimidation/Extortion

_____ Other _____

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____
Video/audio _____ Other _____

Parent(s) contacted: Date _____ Time _____

Administrative Determination of Investigation:

____ Bullying **was** substantiated

____ Bullying **was not** substantiated

Disciplinary Actions Taken:

____ Conference with student	____ Restriction of privileges
____ Conference with parent	____ Involvement of local authorities
____ In-School suspension	____ Referring student to appropriate social
____ Detention	____ Suspension
____ Behavioral Contract	____ Removal from activities
____ Changing student's seat assignment	____ Law Enforcement
____ Referral to OJA Program (age 12 & up) other: _____	
____ Referring student to appropriate social agency	
____ Require student to clean or straighten items or facilities damaged by student's behavior	
____ Requiring student to make financial restitution	

Parent notification of investigation outcome: (occurs within 3 days of completion of the investigation)

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Target's Parent(s) contacted: Date _____ Time _____

Alleged Bully's Parent(s) contacted: Date _____ Time _____

Recorded in PowerSchool: Date _____

Staff Signature: _____

Adopted: December 12, 2022
Revised:

STUDENT SEARCHES

Searches: As allowed by law, the Superintendent, any principal, teacher, or security personnel, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, alcoholic beverages, or for 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. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and no student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except for religious head coverings, shall be removed prior to or during any warrantless search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, backpacks, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, District may contact appropriate law enforcement personnel to respond to the issue.

Reporting: Any employee who has reasonable suspicion that a student may be under the influence of or has in his or her possession alcoholic beverages or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent and, if possible, a parent or legal guardian of the student.

Adopted: December 12, 2022
Revised: July 13, 2023

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Administrators may consider consultation with parents to determine the most effective disciplinary measure. The Board will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

The District does not utilize corporal punishment as a means of discipline.

Alternative In-School Placements: Before a decision to suspend is imposed, alternative in-school placements shall be considered. Alternative in-school placements, alternative program placement, Alternative Placement Educational Program (“APEP”), Detention, Intervention Program, Student Alternative Center (“SAC”), and similar disciplinary options or other correctional measures, such as those identified below, are not “suspensions” and do not require or involve the due process procedures established by this policy.

While in-school placements shall not be considered as an out-of-school suspension, they shall be treated as disciplinary or correctional actions which may be used as an alternative to out-of-school suspension or in conjunction with an out-of-school suspension.

Definitions:

“Suspension” or “out-of-school suspension” is the removal of a student from the daily school environment for a period not to exceed one calendar year for offenses involving firearms and the remainder of the current semester and the succeeding semester for all other offenses. A principal may suspend a student when the student’s behavior is in violation of the District’s Student Code of Conduct, Administrative Regulations, or directives received from school authorities. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

A “long-term suspension” is one which exceeds ten (10) school days.

A “short-term suspension” is ten (10) or fewer school days.

“Parent” refers to a student’s parent, legal guardian, or the person having legal custody of the student.

Corporal Punishment: District prohibits the use of corporal punishment as a means of discipline, and any employee who violates this policy will be subject to discipline up to and including termination.

Special Education Suspension/Discipline: Student discipline, suspension, and due process for special education students, as defined by the Individuals with Disabilities Education Act (“IDEA”) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with “The Policies and Procedures Manual for Special Education in Oklahoma” published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence over District policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, District policy and regulations will be followed.

Pre-Suspension Informal Conference with Student

- (a) When a student is believed to have committed an offense for which suspension may be imposed, the principal or designee shall conduct an informal conference with the student.
- (b) The principal or designee shall inform the student of the policy, rule or regulation the student is charged with or suspected of having violated, the evidence supporting the charges, and the conduct reported to be in violation of the policy, rule, or regulation.
- (c) The principal or designee will give the student the opportunity to respond to the charges, the evidence presented by the principal or designee in support of the charges and allow the student the opportunity to provide his/her own information and admit or deny the charges.
- (d) If the principal or designee concludes the student committed the offense and suspension is appropriate, the principal or designee shall inform the student of the length of the suspension. In deciding whether to impose a suspension and determining the length of a suspension, a principal or designee may consider the following: seriousness of the offense, the student’s attitude, the student’s

disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision.

- (e) The principal or designee shall inform the parent of the suspension and that alternative in-school placement or other available disciplinary options were considered. Elementary and middle school students shall not be dismissed on suspension before the end of the school day without advance notice to the parent. High school students shall not be dismissed on suspension before the end of the school day without reasonable efforts by the school administration to contact the parent except in cases where the student poses an immediate threat to the safety and welfare of the student, other students, staff and/or property.
- (f) **Records and Reports:** The principal or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the alternative in-school disciplinary alternatives that were considered. The principal or designee shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.
- (g) **Notification to Parents:** The principal or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

Immediate Out-of-School Suspension without a Pre-Suspension Conference: A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of the students, employees, or District property, or a continued substantial disruption of the educational process. In this event, 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 school.

Education Plan

Suspensions of Five (5) School Days or Less: Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

- (a) A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.

- (b) The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from school.
- (c) The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or “F” and no credit for work, assignments, and/or tests not made up according to the time requirements.

Suspensions in Excess of Five (5) School Days: Suspensions in excess of five (5) school days shall include a Suspension Education Plan (“Plan”) which describes a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal or designee with the assistance of other school employees as warranted.

A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances.

The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.

The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

Attendance at School Pending Appeal Hearing: Pending a properly and timely submitted appeal, the student may attend school under whatever “in-school” restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

Student Privileges While Suspended: Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee determines to impose alternative measures, in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any

extracurricular activities 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 games/events, school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/ graduation is an extracurricular activity.

Appeal of Short-Term Suspensions:

A student suspended for a period of ten (10) or fewer school days, following an informal pre-suspension conference with the principal or designee, may appeal the suspension as follows:

- (a) An appeal to the Site Committee must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal’s or designee’s suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
 - 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
 - 2) The reasonableness and length of the suspension.
- (b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.
- (c) Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term 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 suspensions.
- (d) The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall

serve on the Site Committee.

- (e) The Principal or designee shall schedule the Site Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The Principal shall attempt to schedule the Site Committee meeting within five (5) calendar days of receiving the parent/student's written or e-mail appeal request. The student and parent will be notified in writing, by e-mail, or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Site Committee hearing.
- (f) The Site Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.
- (g) Evidence supplied by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Site Committee of the information received from students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
- (h) The Site Committee meeting is closed to the public.
- (i) Legal counsel is permitted at the Site Committee hearing.
- (j) At the conclusion of the presentation of the evidence, the Site Committee shall retire to render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the principal, and the Superintendent. The decision of the Site Committee is final and non-appealable.

Appeal of Long-Term Suspensions:

A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

- (a) An appeal must be presented in writing to and received by the school principal, Superintendent or designee within two (2) calendar days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:
 - 1. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
 - 2. The reasonableness and length of the suspension.
- (b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.
- (c) The Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.
- (d) The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.
- (e) The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
- (f) The District Review Committee meeting is closed to the public.
- (g) Legal counsel is permitted.
- (h) The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.
- (i) At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.

- (j) Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
- (k) At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.
- (l) The hearing chair shall mail, e-mail, or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.
- (m) An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:
 - 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
 - 2) The reasonableness and length of the suspension.
- (n) If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and nonappealable.
- (o) Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.
- (p) Each Board member shall review the information individually.
- (q) At the next available Board meeting, an agenda item shall be placed on the

agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record.

- (r) If, at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the student or parent(s) requests such discussion to be in executive session.
- (s) The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.
- (t) As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent, student and principal in writing, setting forth the decision of the Board related to upholding, overturning, or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent by certified mail, return receipt requested. **The decision of the Board shall be final.**

Adopted: December 12, 2022
Revised:

CURRICULUM AND INSTRUCTION

Subjects for Curriculum: The core curriculum shall consist of courses in social studies, language arts, languages, the arts, mathematics, and science. In addition to curriculum in core subject areas, the curriculum for the schools within District shall consist of certain areas which may be incorporated into the subject matter of existing classes or which may be taught as individual classes. These areas are health education, safety education, personal financial literacy education, physical education, drug, alcohol, and tobacco education, sex education, and Acquired Immune Deficiency Syndrome (“AIDS”) or Human Immune Virus (“HIV”) prevention education. The Superintendent or his designee shall make available all materials and curriculum to be used in the teaching of sex education for parental review as required by law. As required by law, District shall hold educational programs during Celebrate Freedom week.

AIDS or HIV prevention education frequency and content will be taught according to the guidelines of the State of Oklahoma.

All students will be required to participate in training in cardiopulmonary resuscitation (“CPR”) and the awareness of the purpose of an automated external defibrillator. Students must receive this training at least once between ninth grade and graduation from high school. District may incorporate this instruction as a part of any course. A school administrator may waive this requirement for an eligible student with a disability. A student may also be excused from this requirement if a parent or guardian objects in writing. Students enrolled in physical education classes in grades nine through twelve may also receive instruction in Heimlich maneuver techniques.

Development and Revision of Curriculum: The Administration shall review, monitor, and develop effective, appropriate curriculum according to any applicable Administrative Regulations. The Superintendent may recommend changes to the curriculum to the Board for Board approval.

Evaluation of Curriculum and Educational Programs: The Superintendent shall select evaluative resources and develop regulations and procedures to evaluate the curriculum and other aspects of the educational program of each school within District. Periodically, the Superintendent shall report to the Board on the progress that District is making towards the attainment of its educational goals.

Instructional Program: Instructional programs will be developed with a view toward maintaining a balanced curriculum which serves the general academic needs of all students and provides opportunities for individual students to develop specific talents and interests.

Online Instruction: Online instructional programs offered for instructional purposes

and/or high school credit shall be approved by and under the supervision of district's board of education. The board shall afford the Superintendent the discretion to provide virtual instruction or distance learning programs so that students may continue instruction without interruption in the event of a school closure for an emergency.

In the event of an emergency declared by a federal or state government entity that impacts the operations of public schools in Oklahoma and/or leads to the temporary closure of district's campus, district may implement distance learning plans which provide for distance learning to all students. District may provide short-term implementation of a distance learning plan due to a localized emergency such as weather-related closure or public health emergency. The school calendar may include one or more emergency closure make-up days to be delivered through the distance learning plan.

Distance learning plans describe any means by which instruction will be delivered outside a traditional school setting whereas virtual instruction requires the utilization of internet or other digital information transmission systems as the primary method of instruction. Prior to the implementation of distance learning or virtual instruction plans, district should consider the needs and abilities reported by its families through surveys, making individualized determinations of which students would be able to access virtual instruction. Students who are unable to access virtual instruction will be provided an equitable education through distance learning options.

District's board of education will comply with the guidelines issues by the State Department of Education:

1. Virtual instruction, distance learning, and two-way interactive video instruction are methods by which the district can expand course offerings and access to instructional resources. These technologies will not be considered solely as substitutes for direct, face-to-face student and teacher interactions, but rather as a means of expanding the ability of the district to educate its students.
2. Students and staff will be expected to participate, and attendance will be taken in accordance with district policies and procedures. Students will be granted credit for completion of courses offered by means of online instruction. Grades will be issued to reflect the progress of the student with respect to the assignments and exams issues during the course of the program. District policies governing grading scales and credits earned will be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as other courses offered by the district. A grade assigned for course credit that was completed through the online program shall be treated the same as any other course offered by the district. Courses offered for credit by means of virtual instruction shall be aligned with the Oklahoma Academic Standards ("OAS").
3. Only students who are enrolled full-time in the district will have access to these supplemental online courses. Records of student enrollment and attendance will be maintained by the school's authorized student information system. Students who are earning credits through virtual instruction shall participate in required state-level academic assessments in the same manner and location as other regularly enrolled students within the district. Participation in extracurricular activities will be permitted in accordance with requirements set by the district.

4. Students who are interested in a supplemental online course should fill out a request for enrollment in supplemental online courses form. The principal or designee will evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. If the supplemental online course is not deemed to be educationally appropriate, notification will be provided to the student in writing as to the reasons in support of the principal or designee's recommendation as well as the opportunity to appeal to the board. The board's decision of whether or not a course is educationally appropriate will be final and unappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the principal will appoint a certified staff member to serve as a contact person for the student, online providers and online teachers. Students will be granted a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal prior to expiration of the fifteen (15) day period.
6. Student progress will be monitored weekly by the supplemental online course provider. Attendance and participation in a supplemental online course will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives as well as regular engagement in course activity. Supplemental online course providers will make reports reflecting daily attendance/participation, progress reports, and grades available to student, parents and the district. These reports will be provided on a weekly basis to parents and the district in electronic format.
7. No individual student data obtained through participation in an online course shall be used for any purpose other than to support the student's instruction as provided for by law. The Family Educational Rights and Privacy Act ("FERPA") will apply to all student data held or accessed by district or its contractors or agents, including any contracted provider of virtual instruction or other distance learning program.
8. District level aggregated data obtained through online instruction courses shall be utilized solely for educational purposes and will not be provided to commercial entities.
9. District will adhere to all federal and state laws and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of materials, Federal Communications Commission ("FCC") rules pertaining to broadcasting of audio and video and other related issues.
10. Instructors of virtual courses will be certified in Oklahoma or another state to teach in the content area they are providing or a faculty member at an accredited institution of higher education with the specific content expertise necessary to teach the course.
11. Students who are participating in the distance learning plan will have access to the program. If district provides virtual instruction only, any participating student who does not already have access to the necessary connectivity and/or devices will be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students, the distance learning

plan will provide alternative methods to deliver equitable equivalent instruction to all students.

12. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. District will not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

Textbooks and Instructional Materials: The Superintendent shall appoint a textbook committee which shall be organized in accordance with applicable law. Other instructional materials may be selected according to Administrative Regulation.

Library Materials: District's library shall make available materials of sound literary quality and authority. District does not promote censorship and will challenge efforts at censorship in order to maintain District's responsibility to provide information which is educational and enlightening. Teachers and librarians may select library materials which provide various points of view on controversial subjects and which are intended to meet the needs and interests of the students. Proposed library materials will be examined to determine which materials meet the grade and interest level at which they are to be used. Proposed library materials will be considered in relation to the curriculum and to the personal interests of the students. Materials which contain incidents of sex or profanity shall not automatically be excluded. The Administration shall develop appropriate Regulations which address criteria for selection and guidelines for reconsideration of library materials.

District will only accept gifts of books or other library materials which meet the same criteria as books or library materials which could be purchased by District. Any donated books or library materials which are accepted shall become the property of District.

Audio-Visual Materials: Teachers are encouraged to use audio-visual materials when appropriate and when related to instructional purposes. Audio-visual materials and videos should not be shown merely for entertainment purposes but may be shown in a classroom, instructional setting with the instructor in attendance to facilitate and discuss the educational purposes of the video. Commercial entertainment films having obvious educational value may be included when appropriate to the subject being studied. Commercial films that are un-rated or rated PG or PG-13 shall not be shown to students in District without advance written notice to the parents. Such notice shall contain an accurate description of the contents of the film. No films having a rating of R, N17, or X shall be shown to students at any school. It is recommended that teachers discuss the use of any audio-visual material which might be controversial or offensive with the principal prior to utilizing such material.

Employee-Produced Instructional Materials: Instructional materials which are produced by a District employee during hours for which the employee is paid by District or which use District supplies and/or equipment shall be owned by District. District's rights of ownership shall include the right to copyright the material and the right to sell and/or distribute the material. District and an employee may enter into a written agreement to produce instructional material, and such agreement may assign ownership rights as appropriate.

Complaint Procedure: The Administration shall implement regulations establishing procedures for public input and/or complaints regarding federal programs, curriculum, textbooks, other instructional materials, and library materials.

Limited English Proficiency Instruction: District will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and parental permission is required. Consequences for inadequate yearly progress by a student with limited English proficiency include notification of parents, development of improvement plans, and restructuring of district's program. Non-English-speaking parents will be provided with translations of this information in their native language.

Title I Services and Funding: District participates in and receives funds under Title I of the Improving America's Schools Act of 1994. District shall insure that Title I funds are used only as a supplement to those funds provided by the District from other sources and that Title I funds will not be used to supplant other District funds. District shall provide for equivalent teachers, administrators, and other staff as well as curriculum and instructional materials from District's non-Title I funds and shall only use Title I funds to supplement those services and materials otherwise provided by District.

Parental Involvement: District is committed to providing a quality education for every student in District. When schools and parents form strong partnerships, all students' potential for academic success improves significantly. District will have programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students and will be incorporated in District's Title I Plan.

COMPLAINTS REGARDING FEDERAL PROGRAMS

1. All complaints concerning a local education agency (“LEA”) should be filed with the LEA or the General Counsel of the State Department of Education (“SDE”). Within thirty (30) days of receipt of a complaint, the agency shall conduct an investigation of the allegation and resolve the complaint. Following the investigation, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.
2. A complaint may be filed by parents, teachers, or other concerned individuals or by an organization in relationship to the program. LEAs are required to review all complaints made concerning a covered program if:
 - A. The complaint is in written form and alleges that Federal program requirements have been violated;
 - B. The complaint has been signed;
 - C. The complaint includes the facts on which the statement is based relating to the specific program requirement alleged to have been violated; and
 - D. The complaint includes the allegation as well as information that supports the allegation.

SECTION 504 PLAN

Nondiscrimination: No qualified handicapped student, solely because of a handicap, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of District.

Definitions:

1. Eligible Student: An eligible student is a student who has a record of having, or who is regarded as having a physical or mental impairment which substantially limits a major life activity.
2. Physical or mental impairment: A physical or mental impairment may be a 1) physiological disorder or condition, disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic, lymphatic, skin, endocrine, or 2) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
3. Major life activity: A major life activity includes functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Referrals: District's administrators, counselors, teachers, and students' parents and/or guardians may refer eligible students to the Section 504 Coordinator for evaluation under this plan. The referral shall be in writing on the form provided for such referrals. Referrals may be considered when a student:

- is being considered for suspension or expulsion
- is being retained
- does not appear to benefit from the instructional program
- is having serious health problems
- is frequently absent for health reasons
- is on medication at school
- appears to have a substance abuse problem
- is diagnosed as having ADD/ADHD
- is a constant disruption in class
- has a pattern of disciplinary actions for behavior problems
- or in any other circumstances when an administrator, counselor, or teacher believes that a referral is appropriate.

Section 504 Coordinator and Committee: The Director of Special Services shall be designated as the Section 504 Coordinator. Upon receipt of a referral, the Section 504 Coordinator shall convene a Section 504 Committee to evaluate and to determine an appropriate placement for the referred student. The Section 504 Committee may consist of a representative of the administration, a counselor, and one of the referred student's teachers. The Section 504 Coordinator shall provide a Notice of Parental Rights to the referred student's parents or guardians.

Evaluation: Prior to taking any action which would result in a significant change in placement in an instructional program for the referred student, the Committee shall conduct a Pre-placement Evaluation of the referred student. The Pre-placement Evaluation may include, but not be limited to, formal and informal test instruments, aptitude and achievement tests, teachers recommendations and reports, physical and/or medical reports, student grades, report cards, progress reports, parent observations, discipline records, attendance records, and counselor reports. The Committee should keep in mind that the evaluation should consider specific areas of educational needs and learning disabilities. No independent evaluation is required for the evaluation of a referred student under this plan, and the District shall not be required to pay for any independent evaluation of the referred student. The referred student's parents/guardians may provide for an independent evaluation and may submit such evaluation to the Committee for the Committee's consideration.

Placement: After compiling and reviewing all available necessary data and information, the Committee shall make a determination as to whether the referred student is an Eligible Student. If the student is not an Eligible Student, no action shall be taken, and the Section 504 Coordinator shall notify the student's parents/guardians of such decision. If the student is an Eligible Student, the Committee shall develop and recommend an Accommodation Plan which provides for a free appropriate education of the Eligible Student in the least restrictive environment. The Section 504 Coordinator or the Committee shall notify the Eligible Student's parents/guardians in writing of the Committee's findings, of the recommended Accommodation Plan, and of their rights to appeal pursuant to the District's Civil Rights Policy. If no appeal is filed, the Accommodation Plan shall be implemented. If an appeal is filed, the Accommodation Plan shall not be implemented until the appeal process is concluded and shall be amended if so determined during the appeal process.

Monitoring and Review: The Accommodation Plan shall be monitored throughout the school year by the Section 504 Coordinator. The Coordinator or his/her designee may request information from teachers, counselors, parents/guardians, and others throughout the school year as needed for monitoring of the Eligible Student's progress and the appropriateness of the Accommodation Plan. The Section 504 Coordinator or his/her designee at the school site shall review the Accommodation Plan at the beginning of each school year to determine if modifications need to be developed and implemented. If modifications are to be developed, the Coordinator or his/her designee at the school site shall notify the Eligible Student's parents/guardians. Prior to any significant change in the Eligible Student's placement, a review shall be conducted by the Coordinator or the Committee.

Notices: All notices shall be in writing and shall be sent by mail to the parents/guardians.

Records: The Section 504 Coordinator or his/her designee shall be responsible for maintaining all records concerning referrals, evaluations, placements, appeals, reviews, and modifications under this plan. Parents/guardians shall have the right to examine the relevant records of their Eligible Student.

STUDENT DRUG TESTING

Purpose and Intent: In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities (“Activity Students”) as well as any other student whose parent/guardian voluntarily places the student to be tested. This policy supplements and complements all other policies, rules, and regulations of District regarding possession or use of illegal and/or performance-enhancing drugs. District believes that accountability is a powerful tool to help students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students’ lives.

Although the Board, administration, and staff desire that every student in District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the District’s Student Code of Conduct.

In addition to Activity Students, parents/guardians may voluntarily place any student who does not participate in any competitive extra-curricular activities to be tested on a random and a reasonable suspicion basis. This would allow parents/guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at District is a privilege. Students who participate in these activities should be respected by the student body as well as District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of District. For the safety, health, and well-being of students in extra-curricular activities, District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students as to the serious physical, mental, and emotional harm caused by illegal and/or performance-enhancing drug use.

2. To alert students with possible substance-abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and/or performance-enhancing drug use.

Definitions:

“Activity Student” means a member of any District sponsored extra-curricular organization which participates in interscholastic competition in Grades 7-12. This includes any student who represents District in extra-curricular activities in interscholastic competition, including, but not limited to, Pom-Pon, FCCLA, Academic Bowl Team, Band, Vocal, Cheerleading, and Athletics.

“Drug use test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs (including alcohol) or the metabolites thereof in a person’s urine.

“Illegal drugs” means any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.

“Participating Student” means all Activity Students and any student voluntarily participating in the District’s drug testing program which is the subject of this Drug Testing Policy.

“Performance-enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using

the standards customarily established by the testing laboratory administering the drug use test.

“Random Selection Basis” means a mechanism for selecting Participating Students for drug testing that:

- A. results in an equal probability that any Participating Student from a group of Participating Students subject to the selection mechanism will be selected, and
- B. does not give District discretion to waive the selection of any Participating Student selected under the mechanism.

“Reasonable suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches, administrators, sponsors, teachers, or Campus Police of changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by credible sources. Additionally, in the context of performance-enhancing drugs, “reasonable suspicion” specifically includes unusual increases in the size, strength, weight, or athletic abilities of a student.

Procedures:

1. **Consent Form: Activity Students:** Each Activity Student shall be provided with a copy of the form “Student Drug Testing Consent: Activity Student” which shall be read, signed, and dated by the student, parent or guardian, and coach/sponsor before such student shall be eligible to practice or participate in any competitive extra-curricular activities. The consent requires Activity Students to provide a urine sample and submit to drug testing: [a] as part of the Activity Student’s annual physical or for eligibility for participation; [b] when the Activity Student is selected by the random selection basis to provide a urine sample; [c] at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extra-curricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into the District after the school year begins will have to provide a Consent Form and undergo a drug test before he/she will be eligible for participation in any competitive extra-curricular activity.
2. **Consent Form: Non-Activity Students:** Other students who wish to participate in the District’s drug testing program shall be provided a copy of the form “Student Drug Testing Consent: Non-Activity Student.” No coach/sponsor signature is required on this form. Non-activity students who volunteer to participate in the drug testing program consent to provide a urine sample when the student is selected by the random selection basis or at any time when there is reasonable suspicion to test for illegal or performance enhancing drugs.

3. **Orientation:** Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each Participating Student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all Participating Students and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse.
4. **Testing:** Drug use testing for Participating Students will be chosen on a random selection basis from a list of all Participating Students. District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition, any Participating Student for whom the administration has reasonable suspicion of illegal and/or performance-enhancing drug use by that particular student will be included with the random tests and will not be identified in any way as separate from the random group.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing this procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a

period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality: The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal: An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Consequences: Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature for a period of one (1) calendar year, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in District.

First Offense: Suspension from participation in all scheduled extracurricular athletic activities (including all meetings, practices, performances and games/competitions) for thirty (30) school days which may be reduced by fifteen (15) school days (five (5) school days reduced for professional drug/alcohol evaluation/assessment and ten (10) school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the District or an outside agency). During the period of any suspension a student athlete will report to study hall during their athletic period. The student athlete will also be required to miss a minimum of 20% of the games/competitions. (If the student athlete is not competing in a sport or cheerleading

activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or cheerleading activity are finished or have not begun for that school year and, therefore, does not miss a minimum of 20% of the games/ competitions during the suspension period, then the student athlete will be required to miss the next 20% of the games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year.) These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding athletic season if necessary to fulfill the suspension.

Second Offense (same calendar year): Complete suspension from participation in all extracurricular athletic activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into the 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 extracurricular athletic activities shall come into play only when two (2) or more offenses are committed in the same school year.

Refusal to Submit to Drug Use Test: A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for eighteen (18)

PARENT’S BILL OF RIGHTS

District’s board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;
2. Parents may request additional information from the administration regarding their child’s course of study and learning materials, including the source of any supplemental educational methods;
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;
4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child’s participation in the sex education curricula to the administration;
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school;

7. If written consent is provided to a district for assessment or treatment of a minor as permitted by law, such consent shall only be effective for the school year for which it is granted and shall be renewed each subsequent school year; and
8. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:
 - a. the right to opt out of sex education curriculum if offered by the District;
 - b. open enrollment rights;
 - c. the right to opt out of assignments as allowed by Title 25 O.S. Section 2003;
 - d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
 - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
 - h. the right to review test results;
 - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
 - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
 - k. the right to receive a school report card;
 - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
 - m. the right to public review of courses of study and textbooks;
 - n. the right to be excused from school attendance for religious reasons;
 - o. policies related to parental involvement pursuant to Title 25 O.S. Section 2003;

- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District; and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

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

Student Suspension / Discipline Policy
Direct Threat

Definition: “Direct threat” means an individualized determination that a student poses a direct threat to the health or safety of others, based upon reasonable judgment that relies on current educational, psychological, and medical knowledge or on the best available evidence, to ascertain; the nature, duration, and severity of the risk; the probability that the potential injury will actually occur.

Policy: Any student or staff member who becomes aware of any act or threat of violence directed to students, staff or District property, including threats/statements regarding self-harm or suicide, are to immediately report such acts or threat to the building Principal, who shall report these occurrences to the Superintendent. Law enforcement may be notified pursuant to Oklahoma law. The building Principal is also to report such acts or threats to the parents or guardians of any student victim and to the parent or guardian of the student who committed the violent act or made the threat, as well as to inform the school psychologist and/or counselor and the Director of Special Education, if a special education student is involved.

When District intends to impose adverse action on a student based on a direct threat, written notice of the district direct threat inquiry will be provided to the parent of the student and/or the adult student who is the subject of the direct threat inquiry. This written notice, subject to exceptional circumstances (as defined below), will include:

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- The district’s determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student’s behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;

- Notice of the student's applicable appeal rights in the event of discipline or other adverse action;
- A copy of this policy; and
- When the district intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, written notice will also include Parents Rights in Special Education: Notice of Procedural Safeguards.

Appropriate district personnel will complete the Threat Assessment Inquiry. See EP-F.

The Threat Assessment Team ("TAT") shall be responsible for determining whether the student poses a direct threat. This committee will be appointed by the building principal, who will serve as the TAT Leader, and may be composed of the Executive Director of Academic Services, Director of Special Services, Building Principal, and a Teacher of the Student.

The TAT may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If the district determines that a student poses a direct threat to others, the district will communicate the nature of the adverse action to the parent of the student and / or the adult student. Additionally, the district may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician. This District will not condition the future receipt of a benefit or service on a showing by a student that he or she has eliminated behaviors that are a manifestation of a disability, unless the district determines that such behavior significantly contributed to the direct threat.

In cases resulting in the interim suspension or other adverse action, an appeal may be filed with the district's Superintendent. The adversely affected student or the student's parent shall have ten (10) calendar days from the notice of the interim suspension or other adverse action to appeal to the Superintendent. The Superintendent shall schedule a meeting to consider the interim suspension or other adverse action and the objections of the affected student. Following this meeting the Superintendent may adopt the decision of the TAT, enter the Superintendent's own decision, adopt the relief requested by the affected student, or take other action deemed necessary to achieve a reasonable resolution of the appeal. The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen (15) calendar days from the appeal meeting scheduled to discuss and consider the appeal.

Upon a preliminary determination (by the TAT) that an individual poses: (1) a threat of violence to others or, (2) exhibits significantly disruptive behavior or, (3) need for assistance, members of the TAT may request & obtain criminal history record information, any previous psychological evaluations, and health records.

- No member of the TAT shall re-disclose any criminal history record information, psychological information, or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

- The TAT may not maintain the criminal history record printed from the criminal records system access terminal, nor may they make copies of it.
- Criminal history information may not be placed in a student's educational file.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur when required by school board policy or Oklahoma laws.

Adopted: December 12, 2022

Revised: July 24, 2023

ASSESSING THREATS OF VIOLENCE

The following administrative regulation is intended to assist District personnel in evaluating whether a specific act or statement constitutes a true threat that requires intervention and possible disciplinary action.

I. Definitions:

- a. Behaviors that may pose a threat and be cause for concern: These include actions or plans to injure oneself or another person; weapon seeking behavior; and rehearsals of an ambush or attack.
- b. Communications that may pose a threat and be cause for concern: These include oral or written statements that suggest the author has a disturbing interest in violence, or that suggest the person is considering an attack, or that suggest the person is considering using violence to solve a problem.
- c. Inquiry: Initial examination of an alleged threat conducted by the school Threat Assessment Team.
- d. Investigation: Evaluation of an alleged threat conducted by local law enforcement authorities.
- e. Threat: An oral, written or symbolic expression of the intent to do harm or act our violently against someone or something.
- f. Threat Assessment Team (“TAT”): The TAT shall be responsible for determining whether the student poses a direct threat. The TAT will be composed of an administrator other than the Superintendent, and other school personnel familiar with the student such as the school counselor, a school resource officer (“SRO”), and when feasible a parent/guardian.
- g. Threat Assessment Team Leader: The Principal of a school or other administrator who is not the Superintendent.
- h. Violence: The threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening communication or behavior that gives another person reasonable cause to believe that he or she is at risk of injury.

II. Identifying Threatening Behavior:

- a. Education Regarding Early Warning Signs. A concerted effort will be made by the District to educate students, staff, parents, and the community about the early warning signs of persons at risk of perpetuating targeted acts of violence.
- b. Reporting Acts or Threats of Violence. All staff members who become aware of any act or threat of violence directed to students, staff or District property, including threats/statements regarding self-harm or suicide, are to immediately report such acts or threat to the building Principal, who shall report these occurrences to the Superintendent. Law enforcement may be notified pursuant to Oklahoma law. The building Principal is also to report such acts or threats to the parents or guardians of any student victim and to the parent or guardian of the student who committed the violent act or made the threat, as well as to inform the school psychologist and/or

counselor and the Director of Special Education, if a special education student is involved.

- c. Students Reporting Acts or Threats of Violence. Students are to report all acts and/or threats of violence, including threats/statements regarding self-harm or suicide, of which they are aware to a faculty member or the building Principal.

III. **Assessing Threatening Behavior:**

- a. Inquiry: The school's TAT will perform an initial inquiry into any alleged threat. The TAT will determine (1) the type of threat and (2) the level of risk that the act or statement poses to evaluate its credibility and seriousness, and the likelihood that the threatened conduct will be carried out. The inquiry should focus on the behavior(s) and communication(s) that are a cause for concern and examine the direct and indirect signals of violent intentions.
 - i. Assessing the Type of Threat:
 - 1. *Direct Threats* identify a specific act against a specific target and are communicated in an explicit manner.
 - 2. *Indirect Threats* are vague and ambiguous, and imply the use of violence or allude to an event that may occur.
 - 3. *Veiled Threats* do not explicitly threaten violence, but do contain a strong implication that violence will occur.
 - 4. *Conditional Threats* are equivalent to extortion and demand that terms be met in order to avoid violence.
 - ii. Assessing the Level of Risk:
 - 1. *Low Level Threat* – These are comments or acts that are vague and indirect where information is inconsistent and unlikely to occur.
 - 2. *Medium Level Threat* – These are indications that the threatened act could be carried out and has some thoughtful planning behind it. It may contain some indication of a time and place where targeted violence would occur, but lacks a strong indication of preparation.
 - 3. *High Level Threat* – These are direct, specific, and likely to occur. They pose an imminent and serious danger to school safety because of indicators that concrete steps have been taken. These require the assistance of outside law enforcement.
 - iii. Investigation: Other than any reporting requirements provided for by law, the police will be advised whenever it is determined that the threat is of a type and level that requires assistance of outside law enforcement personnel.

IV. **Factors to Consider when Evaluating a Threat:** All information regarding an alleged threat should be considered in light of the factors listed below. Ultimately, the goal is to determine whether the student's behavior is consistent with movement toward an attack, and whether the student's current situation inclines him or her toward or away from violence.

- a. Motive. What motivated the student to make the threatening statements or to act in a threatening manner? Is the student seeking revenge or attention, or attempting to solve a problem in a homicidal or suicidal manner?
- b. Communication with Others. Did the student tell other students or family or write in a diary or journal or on a website about his or her intentions?
- c. Inappropriate Interest in Guns and Violence. Evaluate the student's access to, use of,

and communications about weapons. Is the student preoccupied with violence?

- d. Attack-related Behaviors. Has the student previously engaged in attack-related behavior such as: evidence of a planned incident; development of an idea or plan to harm others; rehearsing attack scenarios; and attempting and/or acquiring weapons.
- e. Capacity to Carry Out Attack. Evaluate the student's ability to think and behave in an organized fashion as well as the student's access to the means to carry out his or her threat.
- f. Mental Health and Substance Abuse. Evaluate the student's mental health and substance abuse history. Does the student have difficulty coping with significant loss or personal failures? Has the student considered or attempted suicide?
- g. Life Circumstances. Evaluate the student's life circumstance, including relationships with parents and other family members, performance in school, and treatment of fellow students. Is the student disconnected from his parents and peers? Does the student feel bullied, persecuted, or injured by others? What life situations might increase the likelihood that the student will attempt violence or act on the threat?
- h. Views on Violence. Does the student view the use of violence as a viable resolution to a problem? Look at whether the student has communicated his or her views on violence to others and whether the student has dared others to use violence.
- i. Consistency of Actions. Examine the facts that initially drew attention to the student, the situation, and the recipient of the threat and determine whether the student's actions are consistent with his or her story. Does information gathered from other students support the threat maker's behavior and statements?
- j. Concern of Others. Are other students, teachers, parents, and members of the school community concerned about the threat maker's potential use of violence? Have other students, teachers, parents, and members of the community noticed any recent changes in the threat maker's behavior? What is the opinion of the alleged object of the threat?
- k. Reasonable Modifications. Evaluate whether any reasonable modifications of District's policies, practices, or procedures, or the provisions of auxiliary aids and services, might mitigate the risk.

V. **Managing Threatening Situations.** Upon initial inquiry, the Threat Assessment Team shall:

- a. Determine how much time the Team has to conduct an inquiry. If there is an imminent danger of targeted violence, 911 should be called immediately.
- b. Immediately intervene upon learning of an actual or potential threat and bring the student who is alleged to have made the threat in for questioning under adult supervision.
- c. Perform the evaluation and complete the Threat Assessment Report Form, EP-F.
- d. Notify the parents or guardian of the student who allegedly made the threat.
- e. Determine whether the student should remain in school or be placed in an alternative educational environment.
- f. When deemed appropriate, provide supportive intervention and assist potential offenders to overcome underlying sources of anger and hopelessness by referring the student to appropriate mental health and social services.

VI. **Responding to Crisis:** The District will follow its current Emergency Response Plan policy and procedures when responding to a crisis of targeted school violence.

Adopted: December 12, 2022
Revised: July 13, 2023

DIRECT THREAT INQUIRY FORM

Name of student alleged to have made threat: _____

Administrator conducting Level of Concern: _____

Date of Interview: _____

Fact Finding Questions (with no values attached):

1. Can you tell me why you think you are visiting with me today?

2. You have been accused of making a threat to hurt someone. Can you tell me exactly what you said and to whom you said it? Can you tell me exactly what you did?

3. What did you mean when you said or did that?

4. Are there any other students who you asked to help you with this threat?

5. Who were you intending to hurt?

Give scores for ALL of the following items. Ranges on scores are meant to be guidelines. They may not be an adequate assessment qualitatively of student risk as there may be certain information

that is not known or not shared. Therefore, when discussing this tool, it is to evaluate level of concern based on best practices from research, but should not be a complete assessment for risk. If any of the indicators in questions 1-4 (which identifies the plan) are high, the overall level of concern should be considered high. Law enforcement notification should be a consideration at this point.

Indicator/Questions for Student	Low Risk	Moderate Risk	High Risk
1. Time Frame: When did you plan this?	<input type="checkbox"/> No specific time	<input type="checkbox"/> Within a few hours or days	<input type="checkbox"/> Immediately
2. Details: Have you thought about hurting yourself or others on purpose? Have you thought about how you might do this?	<input type="checkbox"/> No plan	<input type="checkbox"/> Vague plan; some specifics	<input type="checkbox"/> Well thought out, knows when, where and how
3. Access to Weapons: What would you use? How would you get it?	<input type="checkbox"/> Not available	<input type="checkbox"/> Available, easy access	<input type="checkbox"/> Immediately available, no preparation needed
4. Viability of Plan: How likely are you to follow through with this plan? Who would you tell? Where would you do it? Is there a message you want to send? If so, what would it be?	<input type="checkbox"/> Plan unrealistic, unlikely to be implemented	<input type="checkbox"/> Some details of the plan are viable	<input type="checkbox"/> Realistic Plan
5. Aggressive Behavior: Does student have a history of aggression or violence, outburst, aggression that has escalated to setting fires, harm to another, etc? (Check discipline reports, 504 or IEP documents, and ask parents/guardians for information in this area)	<input type="checkbox"/> When angry, does not hurt or threaten to hurt others or property	<input type="checkbox"/> Displays little anger control; considered aggressive; has explosive outbursts; believes he/she has been treated unfairly	<input type="checkbox"/> Has set fires; has frequent explosive outbursts; believes in violence to solve problems
6. Discipline	<input type="checkbox"/> No previous	<input type="checkbox"/> Record of fighting,	<input type="checkbox"/> History includes

record: Pull Discipline Reports (be sure and check for DAEP placements and Expulsions).	discipline record	harassing, verbal abuse	serious disciplinary problems, criminal offenses, suspension or expulsion
7. History of previous threats: This information may be gathered from other resources. (Check discipline reports, 504 or IEP documents, and ask parents/guardians for information in this area).	<input type="checkbox"/> No history of previous threats	<input type="checkbox"/> Friends are aware of threats	<input type="checkbox"/> Has been disciplined in the past for terroristic threat
8. Exposure to violence: What type of video games do you play/movies do you watch? Have you witnessed violence/aggressive acts?	<input type="checkbox"/> Exposed to violence only through movies, stories, computer software, video games	<input type="checkbox"/> Has directly witnessed a violent argument or fight at home, in the neighborhood, or school	<input type="checkbox"/> Repeated exposure to violence at home, neighborhood, or school
9. Victim of violence or abuse (verbal, sexual, or physical): Have you been hurt or bullied by someone else?	<input type="checkbox"/> No evidence that child is a victim of violence or abuse	<input type="checkbox"/> Perceives self as being taken advantage of or a victim, but no evidence that abuse has occurred	<input type="checkbox"/> Child has been a victim of violence or abuse; has been removed from home by Child Protective Services
10. Cruelty to Animals: This information may be gathered from other resources (Check with parents/guardians)	<input type="checkbox"/> No tendency	<input type="checkbox"/> Discusses curiosity with hurting animals	<input type="checkbox"/> Has tortured or mutated animals
11. Victim or perceived victim of discrimination or harassment. Check for any PSC Reports (bullying, harassment, or	<input type="checkbox"/> No history	<input type="checkbox"/> History of being teased or bullied	<input type="checkbox"/> Documented harassment or discrimination

discrimination). Check with parents/guardians of incidents in the home or neighborhood.			
12. Gang, cult, or antisocial group membership: This information may be gathered from other resources. This information may be hard to collect. Law enforcement may have some documented criminal reports of gang activity. Parents/guardians may be willing to share that information.	<input type="checkbox"/> No history of affiliation or interest	<input type="checkbox"/> Past affiliation or current interest	<input type="checkbox"/> Current membership, sees membership as a source of power and protection
13. Family support: Tell me about your family and friends. Who is supportive of you? Who can you depend on?	<input type="checkbox"/> Evidence of caring and supportive family relationships	<input type="checkbox"/> History of neglect or lack of parental supervision	<input type="checkbox"/> Failed to demonstrate attachment or affection toward caregivers at an early age
14. Empathy: Do you feel sad when you see others hurting?	<input type="checkbox"/> Displays normal capacity to feel for others	<input type="checkbox"/> Some indication that development of these feelings was delayed or absent	<input type="checkbox"/> Seems unable to express or feel empathy, sympathy, or remorse
15. Interpersonal and relationship skills: Do you have many friends? Tell me about your friends.	<input type="checkbox"/> Has friends, respected among peers and teachers	<input type="checkbox"/> Identified as a bully, poor interpersonal skills; picked on	<input type="checkbox"/> Others afraid of child; intensely withdrawn; takes advantage of others; considered a loner or outsider
16. Preoccupation with weapons, death, and violent themes: Do you enjoy thinking about, reading, watching other people get hurt?	<input type="checkbox"/> No unusual history of thinking about violence; does not enjoy reading or watching violence	<input type="checkbox"/> Prefers or enjoys violence on TV or in movies; shows interest in weapons; talks about violence	<input type="checkbox"/> Preoccupation with violence and death in writings; fantasy, drawings, or conversations
17. Drug or	<input type="checkbox"/> No unusual history	<input type="checkbox"/> Prefers or enjoys	<input type="checkbox"/> Preoccupation with

alcohol usage; impulsivity: Have you ever used drugs or alcohol? How much/how often? Do you act quickly without thinking?	of thinking about violence; does not enjoy reading or watching violence	violence on TV or in movies; shows interest in weapons; talks about violence	violence and death in writings, fantasy, drawings, or conversations
18. Emotional Stability: This information is best gathered from counselors, teachers and/or parents. The nurse may be a source as well.	<input type="checkbox"/> Emotions similar to peers	<input type="checkbox"/> Depressive and/or manic episodes	<input type="checkbox"/> History of suicidal attempts and/or threats, past hospitalization
19. Total Checks by Column	<input type="checkbox"/> Number of checks x1 =	<input type="checkbox"/> Number of checks x3 =	<input type="checkbox"/> Number of checks x5 =
20. Total Risk Assessment Score (All Columns)	Low level of Concern = 18-29	Moderate Level of Concern = 30-48	High Level of Concern = 49-90

Adopted: December 12, 2022
 Revised:

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MINCO PUBLIC SCHOOLS: DISTRICT POLICY

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