

**DISTRICT POLICY MANUAL  
HINTON PUBLIC SCHOOLS**

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## NOTICE OF NON-DISCRIMINATION

This School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of nondiscrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the board does business.

The following person has been designated to handle inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

**Marcy Derryberry – Superintendent of  
Schools  
P.O. Box 1036, Hinton, Oklahoma  
73047  
405-542-3257**

## NOTE TO THE READER

While every attempt has been made to ensure that this policy manual is up to date, it is inevitable that, from time to time, certain situations might arise which could affect its accuracy:

- The board has formally adopted a new policy that has not yet been physically inserted into this manual.
- The board has formally changed an existing policy and such changes have not yet been inserted into this manual.
- There has been a change in state or federal law rendering an existing policy invalid, but the policy has not yet been physically removed from this manual.
- There has been a change in state or federal law mandating a new policy and the new policy has not been drafted and/or inserted into this manual.
- There has been a change in state or federal law requiring editing of an existing policy and such editing has not yet been done to this policy manual.
- There has been a change in the current year's Negotiated Agreement (if applicable, where a Negotiated Agreement is in place) which has not yet been made to the corresponding section(s) in this manual.

In the event that the reader notices any such inaccuracy and wishes to make it known to the board or superintendent, he/she should submit a brief, written notice to the superintendent's office, citing the section, page number and observed inaccuracy. Upon notification, the policy will be examined and the inaccuracy verified or discounted. If needed, appropriate action will be taken to correct the situation.

The new and/or revised policy will take precedence over any outdated policy.

The new law and/or revised law will take precedence over any outdated law.

The language contained in the current year's Negotiated Agreement (if applicable, where a Negotiated Agreement is in place) will take precedence over any conflicting policy language.

**Note: This manual contains board policies representative of issues and/or regulations the district's employees and patrons are most likely to need to access on a day-to-day basis. Policies mandated by law for inclusion here are placed in this manual as well. In addition to the policies mentioned above, there may be other board and/or administrative material which has been formally acted upon and/or state or federal law or regulation which has been enacted which constitutes official board policy which is not included in this manual due to its length, its tendency to have to be amended regularly, etc. This manual is provided in as concise a format as possible and is intended to be easily accessible by those wishing to use it. In the event the reader does not find printed in this manual the information he/she desires to access, he/she should contact the superintendent's office for further assistance regarding such material.**

## **BOARD POLICY DEVELOPMENT**

It is the intent of the Board of Education to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the school district.

The Board considers policy development and the successful administration, application and execution of its policies to be one of its chief functions.

The Board accepts the definition of policy set forth by the National School Boards Association:

“Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.”

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the District.

The policies of the Board of Education are framed and are meant to be interpreted, in terms of Oklahoma and federal laws, rules and regulations of the State Board of Education and all other regulatory agencies within our local, county, state and federal levels of government. The policies are also framed and are meant to be interpreted, in terms of those educational objectives, procedures and practices that are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

## **DISTRICT PHILOSOPHY**

We believe that education is the foundation of our democratic society and should be designed to fit the needs of the students as assessed by the school, the family and the community. We recognize that the educational necessities of individuals vary and that guidance is a very important part of education. Regardless of any variable, each student should be given the opportunity to develop to the fullest extent those abilities, qualities, knowledge, and skills which are essential to the student becoming a self-supporting citizen and a worthy contributor to his/her fellow man.

We believe that education must be flexible to keep pace with an ever-changing society. We recognize that an educational program of curriculum content, methods, and activities should aim toward the growth of intellectual, physical, moral, social, and aesthetic concepts; the development of desirable attitudes and appreciations; the motivation of intellectual competency; and the preparation for living in a competitive society.

We believe that the personal and professional goals of educators should be excellence in preparation and in example as well as high standards in performance in carrying out the philosophy of the school district.

## **INSTRUCTIONAL FOCUS**

The main focus of the school district must be directed toward the student. It is the intent of the board of education that the corporate resources of the entire school community be utilized to guarantee that every student in the District will be provided an equal opportunity to attain a level of education equal to his/her ability and level of motivation.

It is the belief of the board that the process of educating the children and youth of our community is a corporate and cooperative venture in which all involved - community, board, faculty, staff, administration and students - must be involved as both participants and recipients, and that each individual must assume his/her share of the responsibility for the success of the educational program.

The purpose of the various administrative personnel within the school system is to provide an environment which will permit teachers to work with maximum effectiveness and to furnish them with a variety of tools and specialized assistance in developing and carrying out a program of education which will best meet the needs of girls and boys in the world in which we live. The board will attempt to provide the necessary facilities, personnel, equipment, and materials for educating all students to whom it is responsible.

## **MISSION STATEMENT**

The mission of the District is to ensure that each student develops his/her academic, personal/social and career/vocational potential to a maximum in order to become a productive citizen in an ever-changing world.

## **DISTRICT GOALS**

- To provide a climate for the students which promotes reflective, constructive thinking and encourages problem solving and creativity.
- To stimulate students to recognize and develop their potential through a curriculum that is designed to meet their intellectual and occupational needs.
- To aid individual growth toward a positive self-concept, self-respect, and self-reliance, self-discipline, and self-realization.
- To teach, using democratic procedures and principles, responsible citizenship with respect for law, authority, public and private property, concern for others, and for our country.
- To educate students, with the help of the family unit and the community, to become effective, knowledgeable consumers and responsible members of society.
- To encourage good hygiene and physical fitness through the optimal use of leisure and recreational time.
- To provide each student opportunities to understand and appreciate our American heritage and the various cultures contained within it.
- To provide each student with opportunities to develop a greater capacity to appreciate the beauty in literature, art, music and nature through joint efforts of school and community.
- To help students develop awareness of and responsibility toward the conservation of energy and natural resources.
- To provide a well-rounded staff which continues striving for professional growth.

## **BASIC COMMITMENTS**

If the District is to successfully accomplish its mission, it is essential that all members of the School board, faculty, staff, and administration commit themselves to certain basic philosophical positions. The following items are of primary importance:

- The welfare of the students in the District will be of primary importance.
- Good communications will be established and maintained with the community in general and parents in particular.
- Each person in the school community will receive fair, just and equitable treatment.
- All parents will be treated with courtesy, justice, and fairness.
- We will strive to develop a sense of responsibility, a feeling of respect for the rights of others, and respect for authority among all members of the school community.

**SECTION 100**  
**BOARD OF EDUCATION**

## COMPOSITION OF THE BOARD OF EDUCATION

**100.01**  
**(1 OF 1 PAGES)**

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State law governs the school election process. This body of law can be found beginning at 26 O.S. § 13A-101.

The Board of Education shall consist of five members. The terms of office are for five years and are staggered so that one board member position shall expire each year. The specific years of expiration for each position in any given school year may be obtained from the Office of the Superintendent.

## SCHOOL BOARD OATH OF OFFICE

**100.02**  
**(1 OF 1 PAGES)**

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Each member of the board of education and the treasurer and assistant treasurer shall take and subscribe to the following oath:

I, \_\_\_\_\_ (name of officer), hereby declare under oath that I will faithfully perform the duties of \_\_\_\_\_ (name of position of the Hinton Public Schools to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma.



An election is held on the second Tuesday in February each year for the purpose of electing one member of the board of education for a term of five years. Members of the board of education must live in the area they represent, but voting is at large in the whole school district on all members.

Any vacancy occurring during any board member's term of office shall be filled as follows: The remaining members of the board shall appoint a qualified individual to fill the office until the next election. If, within sixty (60) days, such action is not completed, the board shall call for a special election to fill such office.

## SCHOOL BOARD MEMBER TERMS OF OFFICE

100.04  
(1 OF 2 PAGES)

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It is the policy of the Hinton Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13 A-103, an annual election, held for the purpose of electing a member of the board of education, shall be held on the second Tuesday in February, unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the Caddo County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for a least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

A vacancy on the board of education will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Three (3) or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

## **SCHOOL BOARD MEMBER QUALIFICATIONS**

**100.04  
(2 OF 2 PAGES)**

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A school district elector, qualified to vote in any school district election, is any person who is registered with the county election board within the school district. A candidate for a board of education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six months immediately preceding the filing period. No person can file for school board election unless the person has been awarded a high school diploma or a certificate of high school equivalency. A person who has been convicted of a misdemeanor involving embezzlement or of a felony or who has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to a school board position for a period of 15 years following completion of the sentence or during the pendency of an appeal.

No person can be a candidate for or serve as a board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the board or to an employee of this school district.

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter of litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum.

## NEPOTISM

100.05  
(1 OF 3 PAGES)

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This school district will not consider for employment any relative of a board member who is related within the second degree by affinity or consanguinity to the board member. Such relatives include the following persons:

### Board Member's:

Spouse

Child

Child's spouse (son-in-law, daughter-in-law)

Parent

Parent's spouse (stepmother, stepfather)

Grandchild

Grandchild's spouse (grandson-in-law, granddaughter-in-law)

Grandparent

Grandparent's spouse (step-grandmother, step-grandfather)

Brother (step-brother)

Brother's spouse/step-brother's spouse (sister-in-law)

Sister (step-sister)

Sister's spouse/step-sister's spouse (brother-in-law)

### Spouses:

Child (stepson, stepdaughter)

Parents (mother-in-law, father-in-law)

Grandchild (step-grandson, step-granddaughter)

Grandparents (grandmother-in-law, grandfather-in-law)

Brother/step-brother (brother-in-law)

Sister/step-sister (sister-in-law)

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter of litigation relating to said relative except that the board member may vote on collective bargaining agreements for the 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. Length of service on the board of education shall be used in order to determine which of these board members shall be allowed to vote when necessary to establish a quorum.

## NEPOTISM

**100.05**  
**(1 OF 3 PAGES)**

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The following relatives of a board member may be employed by the school district:

Aunt/Uncle (third degree)

Niece/Nephew

(third

degree)

Great-grandparent (third degree)

Great-grandchild (third degree)

Cousin (fourth degree)

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees.

A new board member elected shall be seated at the beginning of the first regular, special or emergency school board meeting after the date of the annual school election and after the member has been certified as elected.

The board of education will assist newly elected board members with becoming familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

Newly elected board members are required by board policy to attend the New School Board Member Workshop conducted jointly by the State Department of Education and the Oklahoma State School Boards Association. The board shall assume the responsibility of notifying new board members of the date and time of this workshop.

Board members who are unable to attend the New School Board Member Workshop are required by state law to attend at least 12 hours of other workshops presented by the OSSBA. The 12 hours of attendance must be accomplished during the first 15 months of the board members' tenure. Upon completion of either the new member workshop or 12 hours of other workshops, an appropriate certificate of completion will be issued and the award of the certificate will be entered into the board minutes.

School board members must complete a minimum of fifteen (15) hours of approved continuing education during the term of office. Failure to comply with this requirement will result in the board member being ineligible for re-election. Any board member who attends and completes a course which satisfies in part or in full for this requirement is to be reimbursed by the school district for expenses incurred.

The board shall consist of the following officers: President, Vice-President and Clerk. At the first regular, special or emergency meeting after the annual school board election and certification of election of new members, the board shall organize itself by the election from among its members a president, a vice-president and a clerk. At its discretion, the board may appoint a deputy clerk. The deputy clerk may perform any of the duties and exercise any of the powers of the clerk.

The *president* of the board of education shall preside over all meetings of the board, appoint all committees approved by the board and sign all warrants approved to be drawn upon school funds.

The *vice-president* of the board of education shall perform all duties of the president in the event of his or her absence or disability, including presiding over all regular, special or emergency meetings of the board.

The *clerk* of the board of education shall notify board members of all board meetings and shall countersign all warrants drawn upon the treasurer of the district. The clerk, at the direction of the board, may destroy all claims, warrants, contracts, purchase orders, financial records, or documents relating to funds, including activity funds, if they have been on file for a period of five (5) or more years.

In compliance with state law, the clerk shall administer the Political Subdivisions Ethics Act, with respect to candidates for school district office. The clerk will oversee the filing of all campaign contributions and expenditure reports filed by school board candidates, including the name of each candidate's designated agent, and perform such other duties as the board may require and as permitted by law.

If appointed, the *deputy clerk* shall exercise the same powers as a clerk.



The following personnel assist the board in the daily operation of the school system and assist the board in carrying out all legal business of the board of education:

- Treasurer/Activity Fund Custodian
- Encumbrance Secretary/Minutes Clerk/Superintendent's Secretary
- Payroll Clerk/Business Office Secretary
- Independent School Auditor

Following are general descriptions of the work performed by the aforementioned personnel. Specific, contracted, job descriptions of such individuals may vary from the descriptions here.

**Board Treasurer/Activity Fund Custodian**

The treasurer, under bond, shall be charged with the responsibility of caring for the funds of the district. The local treasurer, when required by the board of education, shall prepare and submit in writing a report of the condition of the finances of the district and shall produce at any meeting of the board all books and papers pertaining to the office of the treasurer.

The local treasurer shall maintain a separate cash ledger for each fund in the custody of the treasurer. Each collection and disbursement shall be entered in the cash ledger of the applicable fund. Additional ledgers shall be kept to record investments made from each fund. No treasurer shall pay out school district funds in the care of the treasurer except when warrants are signed by the proper district officials. This restriction shall not apply to sinking funds or the investment of school district funds.

The treasurer/activity fund custodian shall have the following performance responsibilities:

- Maintaining adequate files of paid warrants, voided warrants, paid bonds and coupons, canceled bonds and coupons, bond and fiscal agency statements, including deposit tickets and paid checks, county clerk's remittance advice, copies of any directive from the county clerk or county excise board supplementing, changing or transferring appropriation balances, state board of education notices, school board resolutions, and investments made by the school treasurer with board approval.
- Keeping all activity accounts in order and keeping building principals and sponsors aware of fund balances.
- Working with the assistant superintendent in preparing monthly activity fund reports for the board of education.
- Performing secretarial duties as directed by the superintendent or assistant superintendent.
- Receiving visitors, handling telephone calls and providing procedures and other details. Taking and delivering messages.
- Qualifying for and obtaining performance bond equal to or greater than the largest amount of money the treasurer shall have on hand at any one time.

**Encumbrance Secretary/Board Minutes Clerk/Superintendent's Secretary**

The board of education shall employ a *minutes clerk* to keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require. The minutes clerk shall be bonded.

No member of the board, superintendent, principal, instructor or teacher employed by the board shall be qualified to serve as minutes clerk. No member of the board, superintendent, principal, treasurer, instructor or teacher employed by the board shall be eligible to serve as encumbrance clerk. However, the minutes clerk may serve as the encumbrance clerk.

The minutes clerk shall keep complete records of board meetings to include the following:

- A complete record of members present and absent.
- All matters considered by the board.
- All actions taken by the board, including resolutions and motions in full.
- Minutes shall reflect compliance with Oklahoma Open Meeting Act.

Copies of the minutes of a meeting shall be sent to members of the board before the meeting at which they are to be approved. Corrections of the minutes may be made at the meeting at which they are approved. Permanent minutes shall be signed by the board president and the board clerk.

The *encumbrance clerk* of the board of education shall keep the books and documents of the school district and perform such other duties as the board of education or its committees may require. The encumbrance clerk shall be bonded.

The encumbrance clerk shall not authorize payment of any bill or invoice until satisfactory receipt of the services or merchandise and unless said bill or invoice is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The bill or invoice shall be filed in the encumbrance clerk's official records.

**Payroll Clerk/Business Office Secretary**

The payroll clerk/business office secretary has the following responsibilities:

- Preparing time sheets and payroll.
- Construction contracts.
- Payrolls and individual earnings records, including sick leave as well as withholding to government agencies.
- Teacher retirement.
- Annuities.
- Workers' Compensation.

- Unemployment
- Employee Insurance.

**Independent Auditor**

The independent auditor's term of office shall be at the discretion of the board of education. The auditor shall audit all school accounts from local, state and federal funds and make such reports as may be required by the board. All independent school auditors are to be selected from a list approved by the state department of education and approved by the local board of education.

It is the policy of the Hinton Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties previously performed by the county treasurer of Caddo County, and any other duties as the board may in its discretion confer upon said treasurer including the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Canceled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing, or transferring appropriation balances.
8. State board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letters, memos, and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. The board of education shall require a minimum bonding capacity of \$50,000.00 when using an independent treasurer and may increase that amount as circumstances warrant.

When deposits are made for the district in accordance with the Security for Local Public Deposits Act, the treasurer shall not be liable for any loss resulting from the default or insolvency of a public depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on the part of the treasurer.

The board of education will 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 school district.

Before July 1, 2007, the district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and duties and responsibilities of a school district treasurer. A district treasurer hired after July 1, 2007, must complete this training within nine (9) months after employment as a district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

The board of education has established the following duties for the encumbrance clerk:

1. Keep all books and documents of this school district;
2. Enter the authorized amounts of appropriations in the various appropriations accounts;
3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
7. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

Before July 1, 2007, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. A district encumbrance clerk hired after July 1, 2007, must complete this training within nine (9) months and employment as a district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

Powers and responsibilities of boards of education are set forth in statute, found at 70 O.S. § 5-117. The general functions of the board of education are the powers delegated to the board by the State Legislature. Included in those powers is the authority to perform all functions necessary to the administration of the school district as specified in the Oklahoma School Law Statutes and, additionally, the powers necessarily implied but not delegated by law to another agency or official. Primarily, the board determines policies and makes decisions necessary to implement an effective education program. These policies and decisions are made according to state and federal laws, State Board regulations, court decisions and negotiated agreements with employee bargaining units. General functions of the school are the school program, financial control, school plant, community relations and personnel.

As the elected body responsible for the operation of the school district, the board has the task of carrying out the state's responsibility for the children's education in the local district. School laws enumerate the powers and duties of the board. The board has broad authority to establish school policies and may do many things in order to provide an education for the children it serves, even without specific statutory authority, if the power can be fairly implied from statute and is essential to the declared objectives and purposes of the school district.

Members of the board of education have the authority of a board only when acting as members of the board in legal session compliant with the requirements of the Oklahoma Open Meeting Act. The board will not be bound by any statements or action of an individual board member or school employee, except when such statement or action is in pursuance of board policy or specific instruction of the board, as recorded in board minutes.

Decisions approved by a majority of a quorum of the board, acting in a legal meeting of the board, shall be considered legal board decisions. A quorum shall consist of a majority of the board. A vote shall be either "aye," "nay," "present" or "abstain." A vote of "present" or "abstain" shall not be counted as either "aye" or "nay." However, in order for a motion to pass, "aye" votes must be made by a majority of the members present.



The board of education meetings may be held at such times as the members of the board agree upon and designate. The board will give notice in writing to the County Clerk by December 15 of the dates, times and places of regularly scheduled meetings for the upcoming calendar year. Special meetings may be called by the president of the board or by a majority of the board in legal session. Meetings are held in the board of education room of the Administration Building, except by previous agreement of the board to meet elsewhere. Members shall be notified by the superintendent of Schools of all meetings. Official business shall be transacted by the members only in a regular, special or emergency meeting.

The public will be notified of meetings and will be provided an agenda of each meeting in compliance with the requirements of Oklahoma law.

All regular, special and emergency meetings of the board of education shall be open to the public in compliance with the Oklahoma Open Meeting Act. The Oklahoma Open Meeting Act may be found beginning at 25 O.S. § 301.

The president of the board shall maintain proper order in such meetings and will follow the agenda for each meeting. Patrons are not allowed to address the board unless pursuant an agenda item on which they are included and/or pursuant to the Public Participation regulations set forth below. Board members and administrative staff are not required to answer questions from the public, since doing so could be in violation of the Open Meeting Act. The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed.

No action will be taken by the board on any item addressed which is not on the agenda for the current meeting unless the issue is before the board legally as appropriate new business. New business is any matter which could not have been foreseen by the board, the staff or any patron prior to posting the agenda. New business is only allowed at regular meetings.

Executive sessions will be held only for the purposes of:

1. Discussing the employment, promotion, demotion, disciplining or resignation of any or all of the employees of the school district;
2. Discussing negotiations concerning employees and representatives of employee groups;
3. Hearing evidence and discussing the expulsion or suspension of a student or students only when requested by the students involved or their parents, attorney or legal guardian;
4. Discussing the purchase or appraisal of real property;
5. To discuss matters involving a specific handicapped child;
6. Confidential communications between the district and its attorney concerning a pending investigation, claim or action if the district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation or proceeding in the public interest;

7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.
8. To discuss the following:
  - a. The investigation of a plan or scheme to commit an act of terrorism;
  - b. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
  - c. Plans for deterrence or prevention of or protection from an act of terrorism;
  - d. Plans for response or remediation after an act of terrorism;
  - e. Information technology of the District but only if the discussion specifically identifies:
    - i. Design or functional schematics that demonstrate the relationship or connections between devices or systems;
    - ii. System configuration information;
    - iii. Security monitoring and response equipment placement and configuration;
    - iv. Specific location or placement of systems, components or devices;
    - v. System identification numbers, names, or connecting circuits;
    - vi. Business continuity and disaster planning, or response plans, or
    - vii. Investigation information directly related to security penetrations or denial of services, or
    - viii. The investigation of an act of terrorism that has already been committed.

For purposes of this section, “terrorism” means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

Any vote or action on an item or items discussed in executive session must be taken in a public meeting with the vote of each member publicly cast and recorded.

The board wishes to hear the viewpoints of district citizens and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility to properly govern the school system and to conduct its business in an orderly, efficient and legal manner. As such, the following procedures have been established regarding public input from patrons:

1. Any individual or group wishing to address the board must present a written request to the superintendent's office not later than 3:00 p.m. five working days before a board meeting. The request shall state the name(s) of the person(s) making the request, and a specific account of the matter to be discussed. If the matter is in the nature of a complaint, the person(s) must have first followed the procedures set forth in the board's policy on resolution of complaints before requesting to be heard by the board. The group or individual will be notified of acceptance of the request to speak and an appropriate agenda item will be added.
2. Any group or individual given permission to address the board must adhere to a maximum time limit of two minutes. This may be extended by approval of the board.
3. Groups of two or more persons must designate a spokesperson to speak for the group.
4. The board will not vote on any matter discussed unless the agenda specifically calls for a vote on the item being addressed.
5. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by a speaker's comments. While it is not the District's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the laws of defamation or invasion of privacy, persons making such statements may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, the District urges you to consult first with your legal advisor.

Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual or group involved will be advised to take the concern to the appropriate school staff member. The Board of Education will only hear complaints that have properly passed through the following channels:

1. The individual or group will be advised of the proper channeling of complaints, which is as follows:
  - a. Teacher or staff member
  - b. Building administrator
  - c. Superintendent
  - d. Board of education
  
2. The procedure for complaint resolution is as follows:
  - a. Step One – A complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the object of resolving the matter informally.
  - b. Step Two – If the complaint is not satisfactorily resolved in step one, the complainant will submit his/her complaint in writing to the building principal, stating the reasons for the complaint and the relief desired. The principal will contact the complainant within five (5) working days of receipt of the written complaint to discuss the matter. Upon investigation, the principal will issue the complainant a written response stating the principal's decision and reasons therefor. Problems and questions concerning individual schools are appropriately directed to the principal at this level.
  - c. Step Three – If the complaint is not satisfactorily resolved in step two, the complainant will submit his/her complaint in writing to the superintendent of schools, stating the reasons for the complaint and the relief desired. The superintendent will contact the complainant within five (5) working days of receipt of the written complaint to discuss the matter. Upon investigation, the superintendent will issue the complainant a written response stating the superintendent's decision and reasons therefor. Problems and questions concerning the school system as a whole are appropriately directed to the superintendent at this level.
  - d. Step Four – If the complaint is not satisfactorily resolved in step three, within ten (10) working days of receiving the response from the superintendent, the complainant may appeal the matter to the board of education. This appeal, which should be addressed to the clerk of the board, shall be in writing and shall be accompanied by a copy of the responses from steps two and three. The board will address the matter at the next regularly scheduled board meeting, provided the appeal is received in time to place it on that meeting's agenda in compliance with the Oklahoma Open Meeting Act. The meeting will consist of input from the parties involved in each step of the complaint, and/or others the board may feel

are relevant to the issue. After the issue has been investigated, the board will issue a written decision to the complainant and parties involved at each step of the process.

**\*NOTE: The above procedure for handling complaints does not apply to cases involving student suspension or expulsion, grievances filed by teachers where a negotiated agreement is present, complaints relating to disability discrimination and/or cases regarding special education placement.**

The Hinton Board of Education shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each fund:

1. Actual revenues and expenditures for the immediate prior fiscal year.
2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;
3. Estimates of revenues and expenditures for the budget year.

The board will schedule a public hearing at least 45 days prior to the beginning of the budget year. Notice of the date, time and place of the hearing, together with the proposed budget summary, shall be published in a newspaper of general circulation in the school district not less than five (5) days before the date of the hearing. Any person present at the public hearing may present comments, recommendations, or information on the proposed budget to the board.

On or before July 31, each year, the board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30 after the financial activity has been recorded, the annual Foundation and Salary Incentive Aid Allocations have been released, and the property tax valuation has been certified. The amended budget shall contain all of the following information, if applicable:

1. Valuation of the school district by county and classification, excluding homestead exemptions;
2. Bonded debt and judgments outstanding, including interest rates by maturity;
3. Matured debt and judgment;
4. Sinking fund balance, including cash and investments;
5. Sinking fund levy calculations, including surplus/deficit, principal accrual, annual interest, judgment installment and interest, total net levy and delinquency;
6. Levies in millage for general fund, building fund and sinking fund;
7. Millage adjustment factor, if applicable;
8. Previous year sinking fund collections, including total proceeds as certified, additions or deductions, reserve for delinquent tax, reserve for protest pending, tax apportioned, net balance in process of collection, and excess collections; and
9. Surplus analysis, including itemized sources of excess and deductions.

The board will post a copy of the statement in the administrative office of the board in an area accessible to the public and in at least one public library within the district within five (5) days after the statement is prepared.

No later than July 31, each year, the district shall transmit a copy of the required income and expenditures data to the State Department of Education for posting on the Department's Internet web site in a form that is accessible to the public.

No later than 15 days prior to adoption of a final budget for the district, the board shall conduct a public hearing for the purpose of taking public comment on financial matters, including past and future expenditures, of the district at a regularly scheduled board meeting or at a special board meeting called for that purpose.

Prior to September 1, each year, the board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the

## **ANNUAL BUDGET**

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district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the board of education shall adopt a final budget for the current fiscal year.

The final budget may be revised by the board in open meeting.

**Planning the Annual Budget of the General Fund**

The annual budget for the General Fund is planned carefully according to the detailed school budgetary plan as recommended by the U.S. Office of Education and adopted by the Oklahoma State Board of Education for use in Oklahoma Schools.

The annual needs for the General Fund are first estimated, approved by the board of education, and published in January preceding the beginning of the fiscal year, along with the call for the annual school election held the fourth Tuesday in January. The detailed plans of the budget are completed later in the year just prior to the opening of the new fiscal year on July 1.

The annual budget for the General Fund is planned within the sources of incomes estimated for the school district for the coming fiscal year.

In planning a budget for the General Fund, the needs and requests from all the teachers and principals of the various schools for the new school year are studied; the building and grounds maintenance needs or various equipment needs are considered; the cost of utilities and other items of operation during the previous year are used as a guide; and the total amounts required for salaries and social security for all personnel are used. The budget is planned using supporting figures from previous experiences and the definite needs of the new year.

The budget is studied, approved, and published by the board of education in its final form early in July each fiscal year.

The general fund is audited at the close of the fiscal year by a certified accountant, and written reports of the audit are made to the board of education and to other state agencies as required by Oklahoma Law.

**Federal Funds**

The District qualifies for Federal funds from several different acts of the U.S. Congress. Federal funds are made a part of the school General Fund with full accounting and auditing under that Fund.

Federal funds are used for the specific projects in accordance with the regulations and guidelines of the Acts of Congress, keeping in mind at all times that such projects and expenditures can be terminated by the U.S. Congress.



**Fiscal Control**

Audit of Records A certified accountant, approved by the State Department of Education and selected by the board of education shall audit all accounts annually as required by Oklahoma Law.

Bonding of Employees School district employees handling activity funds shall be under a one thousand dollar (\$1,000.00) insurance bond or the equivalent. Employees handling activity funds would include individual building secretaries, the financial secretary and the principal. The activity fund financial secretary shall be under five thousand dollar (\$5,000.00) bond. The Activity Fund custodian shall be under a five thousand dollar (\$5,000.00) bond. The superintendent and any financial officer of the district shall be required to furnish a surety bond in an amount not less than one hundred thousand dollars (\$100,000), or an amount otherwise set by law or set by the state board of education according to law.

Investment Funds The treasurer shall in consultation with the superintendent of schools, maintain the district funds in interest earning accounts or instruments as authorized by law. All district investments must also be secured as provided by law.

Handling of General Funds All general fund monies shall be transmitted to the treasurer of the board of education for deposit into general fund account. The treasurer of the board of education will maintain all necessary records of deposit. As provided by law, all disbursements shall be in the form of legal warrants issued by the treasurer.

Handling of Activity Funds All monies collected by any department or agent of the school connected with a school activity shall be deposited in an activity fund account. The high school principal shall be the custodian of this fund, keeping all records. All monies shall be deposited daily, showing the purpose for which the money was received. A copy of the bank deposit slip, with an explanation of all deposits and receipt numbers will be sent to the activity fund custodian. Requests for expenditures shall be made through and approved by the custodian. The school auditor shall audit these activity accounts annually. (70 O.S.A. 5-129)

Sub-funds Each sub-fund must be approved by the board along with (1) all fund raising activities, (2) all purposes for which money may be spent. This includes all funds. The following accounts shall be established in the school activity fund. Each account shall have as its primary purpose the benefit of the student body and student organizations. Fund raising activities shall include those listed for each account as well as other fund raising activities approved by the board. Such request for fund raising activities must be made by the sponsor in writing and include the intended purpose of the monies raised.

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**Procurement**1. General

- a. 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.
- b. Purchasing shall be made with consideration given to the following criteria:
  - i. Best possible quality;
  - ii. Lowest possible cost which meets the specifications required;
  - iii. Availability of goods or services;
  - iv. Least possible expenditure of time for person requesting; and
  - v. Suppliers' and vendors' compliance with Board policies and past performance.

2. Purchasing Authority

- a. The Board 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.
- b. All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations up to ten percent (10%) but not greater than \$500 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.

3. Purchasing Procedures

- a. 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.

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- b. Bids or quotations shall not be required for purchases of:
    - i. Insurance
    - ii. Bonds
    - iii. Sureties
    - iv. Professional services
    - v. Consulting services
    - vi. Services of independent contractors
    - vii. Testing and evaluation services
    - viii. Used vehicles, equipment and fuel for transportation
    - ix. Services, supplies and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central services
    - x. Items provided only by a single vendor
  - c. Any regulations and procedures developed and implemented by the administration may provide for the purchase and 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.
  - d. Records – The board shall keep a written record covering all purchases. This record shall include written purchases, encumbrances, orders, a signed copy of the order showing receipt of goods, a copy of the invoice, and a claim showing time of payment.
  - e. Purchasing Requisitions – Any employee may request through his/her supervisor to requisition such materials as may be needed. If the supervisor agrees with the request, it is sent to the superintendent for approval and purchase.
  - f. Filling Purchase Orders – A material service request form is submitted to the superintendent. Upon receipt of the request, acknowledgment of receipt of the request will be returned to the submitting employee. A purchase order based on the submitted requisition will be mailed or delivered to the vendor, and the district will keep one copy.
  - g. Receiving Shipment – Upon receiving shipment, the receiving employee must sign and date the invoice, certifying that all items were delivered.
4. Public Competitive Bidding Act  
All purchases subject to the Public Competitive Bidding Act of 1974 (61 O.S. Section 101 et seq.) shall be made in accordance with and compliance with the Act's provisions.
5. Receipt of Items Purchased and Payments Therefor  
The administration shall develop, implement and maintain procedures and any necessary forms for the verification of delivery, where applicable, and for the payment of vendors, contractors and providers.

6. E-Rate Procurement

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the administration shall:

- a. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
- b. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
- c. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
- d. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contract information on its FCC Form 470.

**GENERAL FUNDS**

Fiscal Management Priority

An adequate level of general fund balance is required in order to maintain efficient cash flow, cover emergency expenditures, adjust for revenue shortfalls, and avoid paying interest on non-payable warrants. In order to maximize the efficient use of this fund, the board of education establishes the fiscal management priority objective of achieving and maintaining a general fund balance of eight percent (8%). Should the general fund balance drop below a minimum level of five and one quarter percent (5.25%), the administration shall give first priority to restoring this minimum level with any additional funding received and with the development and implementation of an expenditure reduction plan.

Carryover Balances

In accordance with 70 O.S. § 18-200.1, a school district shall have its state aid funds reduced by an amount equal to the amount of carryover in the general fund of the district as of June 30 of the preceding fiscal year that is in excess of the following standards for two consecutive years:

Total Amount of General Fund Collections, Excluding Previous Year Cash Surplus as of June 30	Amount of General Fund Balance Allowable
Less than \$1,000,000	40%
\$1,000,000 - \$2,999,999	35%
\$3,000,000 - \$3,999,999	30%
\$4,000,000 - \$4,999,999	25%
\$5,000,000 - \$5,999,999	20%
\$6,000,000 - \$7,999,999	18%
\$8,000,000 - \$9,999,999	16%
\$10,000,000 or more	

For purposes of calculating the general fund balance penalty, the terms “carryover” and “general fund balance” shall not include federal revenue.

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**MANAGEMENT AND INVESTMENT OF FUNDS**

It is the policy of the Hinton Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds, or interest coupons.

The board of education, at its regularly scheduled meetings, shall set aside funds to an operating account and to an investment account. The board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Vocational-Technical Education. The treasurer shall invest the full amount of the investment account in:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purpose;
6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6;
8. Warrants, bonds, or judgments of the school district; or
9. Qualified pooled investment programs, the investment of which consist of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select

its investment advisors and other professionals. Any pooled investment program must be approved by the board of education.

Any interest received from investments may be placed in the general fund, the sinking fund, the building fund, or the fund from which the investment was made as approved by the board of education at a lawfully convened board meeting.

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, the school 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, on a monthly basis, 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 of education 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 decision regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

**ACTIVITY FUNDS**

The Hinton Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds. At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year.

The school activity fund custodian will be appointed by the board of education. The board shall review on an annual basis the surety bond for the activity fund custodian, which shall be in no case less than one thousand dollars (\$1000), and such bond shall be filed with the clerk of the board of education.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, authorized signers on the account, and location where interest will be placed. The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board. All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited by the close of the next business day following receipt of the funds.

The custodian of a school activity fund may provide cash advances to sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may come only from the school activity subaccount directly involved in the travel of such students of sponsor and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts must be turned in to the secretary.

The principal shall cause to be kept complete and accurate accounts of all activity funds, and shall see that monthly reports are made to appropriate parties.

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the board of education, shall be incorporated into this policy and shall become a part hereof.



The board alone has the authority to approve the establishment of accounts by whatever name or style it deems best suited to its needs for the revenue collected.

The board shall prohibit purchases from the activity fund for materials or equipment unless invoices or delivery tickets are furnished.

The board shall require that receipts for collections by the custodian be given proper internal control by using pre numbered tickets for admission and providing written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents will be filed and kept as documentation for the activity fund by the duly appointed activity fund custodian. The board shall require the custodian to deposit receipts in the local bank in a timely manner as proscribed by statute.

Recognizing that students will also be involved in the collecting and accounting of funds through fund-raising and student activities, the board encourages student participation and instruction in proper accounting procedures.

The board further requires the following procedures for the activity fund account:

1. The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.
2. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.
3. Summary financial reports will be prepared on a monthly and annual basis.
4. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.
5. A centralized system of accounting and uniform method of handling funds shall be used.
6. Pre-numbered receipts for all money received will be utilized.
7. All money received will be deposited in the bank in a single account, in the name of Hinton School Activity Fund.
8. All expenditures will be substantiated by an invoice or a signed receipt.
9. Pre-numbered checks will be used for all disbursements.
10. Two designated signatures will be required to authorize each expenditure.
11. All spoiled pre-numbered receipts will be marked void and will be retained.

### **ACTIVITY FUNDS (REGULATIONS)**

In accordance with the policy of the board of education, the following regulation shall govern school activity fund.

1. Authority for Activity Funds: Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section S-13S, Oklahoma Statutes, the board of

2. education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from such funds.
3. Record of Funds: Records shall be kept of all funds collected, handled or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.
4. Audits: The Activity Funds Auditor is appointed by and is responsible to the board of education. The auditor will make periodic audits of each school's activity fund and will furnish a detailed report to the board of education at the end of each school year showing the receipts, disbursements, and financial position of each account so far as may be determined from the records in the various schools. The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure. Caution should be used in accepting personal checks. However, whenever bad checks occur, it shall be the responsibility of the principal to see that the checks are properly taken care of.
5. Classroom Receipt Books: Each teacher will have a classroom receipt book containing duplicate receipts. When a student turns in money for any purpose, the teacher will immediately prepare a receipt and provide the original of the receipt to the student. Each receipt will be properly dated and state the student's name and the purpose of the collection. At the start of each semester and until the heaviest period of collection is over, the teacher will add the amount of receipts written since the date of the last deposit and will take the money and the classroom receipt book to the secretary who will, in the presence of the teacher, again add the receipts written, count the money and issue the teacher a receipt from the office receipt book or receipt machine. Collections of \$100.00 or more must be turned into the financial office to be deposited.

Deposits to the secretary shall be made weekly or more often as required during this period, but not more often than once a day. After the rush of the fee collection is over, teachers will then make deposits at least once each week. All collections are to be deposited in full in a prompt manner as herein outlined.

6. Disbursements from each fund must be made only for the specific purpose for which the fund was created.

Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases, they may be signed requests for payment from individuals. Invoices will be numerically filed according to check number for audit and reference purpose. (Financial transactions with board members or employees/employers or board members or their families is prohibited by law.)

7. Bank Deposits: The Legacy Bank will be used as the school depository for all activity funds. Deposits of less than \$100 will be made by the secretary in a timely manner. Deposits of more than \$100 will be made by the end of the next business day. (700. 5. § 5-129) in no case will deposits be made less than one time each week. At the end of the

8. month, the sponsor of each organization will receive a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the treasurer.
9. Filing: A regulation envelope file should be used to file each month's invoices, duplicate deposit slips, requests for reimbursements, bank statements, copies of reports, and other documents relating to the activity accounts for the month covered.
10. Transfer: If money is left in a fund account or sub-account after the purpose of the fund has been served, it may be transferred to some other approved school activity fund. Such transfers shall be made only upon passage of a written resolution by the board of education that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to a designated account.
11. School Activity Funds:
  - A. All money collected, handled or disbursed by the school or any activity, organization or program or the school other than those funds designated as "Assessments" and "Lunch Funds" shall be classified as "School Activity Funds." All such funds shall be deposited with the school secretary. Disbursements shall be made by check. Each check must be supported by proper requisitions, invoices, statements, etc.
  - B. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school
  - C. and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations will not be accepted from any donor with restrictions, conditions, or qualifications as to the use of such money or equipment.

The sponsor may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.

### **SPONSORS**

- A. Each student group, class, or organization that carries a separate account or sub-account in the activity fund shall have a sponsor. The principal of the school shall appoint the sponsors. Sponsors shall be responsible for the funds collected by that entity and shall use the procedure described below for ordering supplies and equipment and for depositing funds.
- B. Each sponsor shall be responsible for the payment of bills created against the sponsor's sub-account. These bills shall be paid immediately after purchase is made.
- C. No sponsor of any account shall make purchases or obligations in excess of funds on hand.

**ANNUAL STATISTICAL REPORTS**

The Hinton Board of Education shall make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report shall be made as of June 30. Each of such reports shall be filed with the State Board of Education as soon as information is available following the effective date of such reports.

No later than July 31, each year, the district shall transmit a copy of the income and expenditures data to the State Department of Education. The Department shall post the data on the Department's Internet web site in a form that is accessible to the public.

**DATA MANAGEMENT**

The Hinton Board of Educations approved designee will supervise the management of all records kept by the school district.

The board will contract for the services of an electronic data processing system to manage financial and other business records and perform other needed functions. Responsibility for oversight of the system will rest with the clerk of the board.

Financial records, documents on file in the district offices, minutes of board meetings, and student and personnel records will be managed in accordance with board policy and applicable state and federal laws.

Materials to which the public has the right of access may be reproduced to any citizen requesting such material at a charge to cover the cost of reproduction.

**PURCHASING AND DISTRIBUTING**

It is the policy of the Hinton Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designees shall make purchases without authorization.

The superintendent should take advantage of discounts for buying in quantity and if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. **No expenditure shall be made except in accordance with a written contract or purchase order.**

**Maintenance, Upkeep and Care**

The school system buildings, grounds and equipment shall be maintained in the best condition of operation and appearance that the school district staff and budget will allow. Attractive facilities and proper upkeep are essential in the development of student and community pride. Thus, proper care will be a high priority. Custodial service will be responsible for maintaining the facilities properly. Students, staff and teachers must respect the custodial and maintenance staff's time and make every effort to help keep all areas as tidy as possible. Students, staff and teachers are strongly encouraged to clear desks and floor of paper, pencils, etc. at the end of each class period.

**Acquisition and Disposal of School Property**

In acquiring, improvement of or disposal of school facility site, buildings and equipment, preliminary studies shall be made to determine the educational need, the financial resources available and other conditions which need to be considered for determination of the best course of action. All property acquisition and disposal shall be in full compliance with state statutes and local board policy. Declaration of surplus property will be made by a vote of the board.

**Use of School Facilities and Equipment**

Use of buildings, facilities and equipment must be in keeping with the general program of education. Student curriculum and activities shall come first in the use of school property. School facilities shall not be used for commercial use or personal gain or profit.

Pursuant to Oklahoma law, the local board, pursuant to the district's regulations and conditions, may open any school building and permit the use of any property belonging to the district for religious, political, literary, community, cultural, scientific, mechanical, agricultural or parental involvement purposes and other purposes of general public interest. School districts are further permitted to make a reasonable charge for the use of school property.

The School District may bar use of district property, but if it does allow organizations to use its facilities for non-academic purposes, it may not discriminate against any comparable applicant in deciding who will and who will not be permitted to use school property.

The board of education has sole discretion in determining whether school property may be used for non-school purposes and/or by private organizations. Specific rules and regulations related to the use of district property may be found in this policy under the section General Information for Public, Patrons and Parents.

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**LEASE-PURCHASE AGREEMENTS RENTAL OR REAL OR PERSONAL PROPERTY  
OR EQUIPMENT**

State law authorizes the Hinton Board of Education to rent, on a monthly basis, real or personal property as authorized by the board and to pay the rental thereon for usage during any fiscal period, or portion thereof, out of appropriations made and approved for such purposes for, or during, the fiscal year. Any such rental contract extending beyond June 30 of the fiscal year shall contain provisions for mutual ratification of renewal under the conditions provided below.

Personal property includes, but is not limited to:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures; and
4. Other structures or property that can be disassembled after installation and removed without permanent physical damage to existing property.

For the duration of the lease-purchase agreement, such personal property shall retain its status as personal property and shall not be deemed to become attached to the real estate.

Any agreement to rent personal property shall be in accordance with all Oklahoma laws.

Where total payments of principle and interest are anticipated to exceed \$25,000.00, the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.



**EQUIPMENT ACCOUNTABILITY / INVENTORY**

It is the policy of the Hinton Board of Education that each teachers shall be charged with the responsibility of accounting for equipment used by the teacher.

Inventories will be made of all equipment, books, furniture, and supplies at the close of the school year. The inventory will be filed in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

Equipment may be shared with Hinton Parks & Recreation and Little League when equipment was purchased together for the good of each organization.

**USE OF SCHOOL PROPERTY**

School dispose equipment through:

- Disposal
- Write-off

Disposal or write-off occurs due to:

- Obsolescence of equipment
- Equipment has fully depreciated
- Equipment beyond economic repair (damaged, worn out); or
- Equipment is unaccounted for (e.g. missing at stock take).

Key principles for the disposal of any equipment are:

- Return is maximized
- Cost of disposal is minimized
- Disposal process is fair, equitable and open; and
- Employees of Hinton Public Schools are not advantaged.

Remove all data from hard drives on computer equipment being disposed of. Disposal of assets occurs once approval has been obtained using the Damaged Equipment and Disposition form (DEAD-F).

**DISPOSALS**

*Ethics of Disposing Equipment*

Employees of the Hinton Public Schools have no prior right to the acquisition of surplus equipment, materials or furniture over the public. Any employee wishing to acquire such material may bid at a public auction if applicable, or submit an offer after notification of sale.

Any notice of sale/tender is advertised in the wider community. The disposal process for any asset is not to give an unfair advantage to employees of Hinton Public Schools.

Examples of unacceptable behavior include:

- Purchasing assets for private use prior to public notice being given
- Receiving commissions or other amounts as a result of arranging the sale of Hinton Public Schools assets
- Purchase of assets for an associate, a relative or friend of any departmental employee prior to public notice
- Arranging a sale of particular assets where results for the school may be less than what would normally be expected
- Any other action which is deemed unfair and inappropriate for a school employee to be involved in or associated with, or
- Inappropriately declaring surplus items, which may be of future workplace use or benefit to the school.

*Sale by Auction*

Obtain approval for disposal by completing the Damaged Equipment and Disposition form

(DEAD-F); one form for each item or group of similar items.

The purchaser is responsible for the cost of transporting goods from the auction site.

### *Sale by 'Garage Sale'*

Obtain approval for disposal by completing the Damaged Equipment and Disposition form (DEAD-F); one form for each item or group of similar items.

Note the following:

- Items being offered for sale are low/no value items
- Sale date and time is advertised to wider community through school newsletter or community newspaper
- Prices are marked on items
- Offer items on an 'as is' basis with no warranties implied or given, no after sale service or assistance implied or given. This notice is included in the advertisement and on the receipt.

### *Sale by Inviting Offers*

Obtain approval for disposal by completing the Damaged Equipment and Disposition form (DEAD-F); one form for each item or group of similar items.

Advertise the item and invite offers in local press and/or school newsletter including details such as:

- Brief description of item and its condition
- Offers to be in writing
- Closing date and time for offers
- Location address for offers and inspection of items
- Delivery charges to be borne by buyer
- Items offered on an 'as is' basis
- Hinton Public Schools reserves the right not to accept the tender
- Set a reserve price
- Require tenderer submissions to disclose any interests or links with school employees
- No warranties implied or given; and
- Envelope with tender to be marked 'CONFIDENTIAL – OFFER FOR ADVERTISED ITEM'.

After the closing date and time:

- Two officers (where possible) open all offers
- Decide which offer to accept with explanatory notes kept for audit purposes if the highest offer is not accepted
- Write to the successful offered advising method and address for payment and requesting that the item be collected
- Write to unsuccessful offers thanking them for their time and effort and advising that their offer was not accepted.

Final steps:

- File all offers and information for future reference by auditors and other personnel

## *Proceeds of Sale*

Proceeds from sale of equipment funded through school general account or other school funds, are deposited into school general account or another appropriate school account.

## *Trade-In of Equipment*

Obtain (where possible) at least two written quotes and attach to the Damaged Equipment and Disposition form (DEAD-F); prior to obtaining approval to ensure that best net price is obtained.

## *Disposal by Dumping*

Before disposing, determine whether equipment has any potential services value or if it has fully depreciated. If there is no residual value, then equipment may be destroyed and dumped, or given to a scrap metal merchant. Ensure that the equipment number is obliterated prior to dumping/scraping etc. Obtain approval for the disposal by completing the Damaged Equipment and Disposition form (DEAD-F); one form for each item or group of similar items.

## *Fully Depreciated Assets*

Fully depreciated assets are reviewed and assessed as to whether the assets are still in use or are considered for disposal.

## **Write-off**

### *Replacement of Equipment Under Warranty*

When an item of equipment is replaced by the supplier, the original item should be written-off and the replacement item recorded under a new number within the equipment register. This is necessary to keep a true record of the equipment (for example serial numbers) and allows the appropriate calculation of depreciation.

### *Equipment Beyond Economic Repair*

Equipment beyond economic repair is written-off and sold for scrap or dumped. Equipment may be beyond economic repair if:

- Too much money has been expended on repairs
- A replacement item can be purchased at a significantly lower cost
- Item is obsolete
- Item's estimated life has expired
- Current value of item is less than repair quote
- New technology is available which improves efficiency; or
- Repairer advises that the item is not worth repairing for the above reasons.

### *Missing Equipment*

Missing Equipment:

- Is investigated prior to completing the Damaged Equipment and Disposition form (DEAD-F); one form for each item or group of similar items.
- Report to police in writing providing full details of the missing equipment.

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**DAMAGED EQUIPMENT AND DISPOSITION FORM**

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DESCRIPTION OF EQUIPMENT \_\_\_\_\_  
(MAKE, MODEL, ETC.)

SERIAL NUMBER \_\_\_\_\_

LOCATION \_\_\_\_\_

NAME, TEACHER/STAFF \_\_\_\_\_

DESCRIPTION OF DAMAGE OF CONDITION \_\_\_\_\_

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TEACHER/STAFF SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DISPOSTION OF EQUIPMENT

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SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **SCHOOL FACILITIES AND EQUIPMENT**

**100.16  
(8 OF 12PAGES)**

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The Hinton Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage or if no liability insurance, Hinton Public School may allow the organization to sign a Hold Harmless Agreement before using the facility. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of insurance or if no insurance, Hinton Public School may allow the organization to sign a Hold Harmless Agreement before using the facility.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

## REGULATIONS:

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance.

Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Hinton Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

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

No intoxicants or narcotics shall be used in or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace; constitute subversive doctrine or seditious utterances; or agitate for changes in our form of government or social order by violence or unlawful methods.

Juvenile organizations must have adult sponsorship and supervision. This sponsorship must be approved by the Superintendent.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

When custodians are normally not on duty, and must clean up after an activity, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed. The custodian is paid at his time and one-half rate.

All functions must close by 12:00 a.m. unless special arrangements have been made with the school Superintendent.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance or if no liability insurance, Hinton Public School may allow the organization to sign a Hold Harmless Agreement before using any facility.

## SCHOOL FACILITIES AND EQUIPMENT

100.16  
(10 OF 12 PAGES)

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The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

### DURING SCHOOL HOURS:

School buildings, property, or equipment may be used only by student groups for student group meetings or activities which are related to the curriculum or activity during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

### DURING NON-SCHOOL HOURS:

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

### SCHEDULE OF FEES, RATES, AND CHARGES PER EVENT:

Gyms - \$50.00 per event.

Custodial service will be made available at actual cost incurred by the school district for the employee's assistance.

Cafeteria - \$50.00/\$75.00 per event, depending if the kitchen and dining room are used. If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used requiring an additional rate equivalent to the actual cost incurred to pay that employee salary.

Custodial service will also be available at actual cost incurred for that employee salary.

Classrooms - \$15.00 per event per room.

Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.



**REQUEST FOR USE OF SCHOOL PROPERTY**

Request for use of \_\_\_\_\_  
(School Property)

Date of use \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Request made by \_\_\_\_\_  
(Sponsoring Group or Organization)

Purpose of use \_\_\_\_\_

Admission charge: Yes \_\_\_\_\_ No \_\_\_\_\_

The following stipulations apply to non-school-related individuals, groups, and organizations.  
The undersigned user of school property hereby agrees to:

1. Observe the rules and regulations for the use of school property as established in Section GK of the adopted board policy.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with the District.
6. Signing this statement also assures the school district that the sponsoring group or organization has liability insurance and if no insurance, Hinton Public School may allow the organization to sign a Hold Harmless Agreement before using any facility.

\_\_\_\_\_  
Signature

Request approved \_\_\_\_\_ Fee \_\_\_\_\_

## **AGREEMENT TO INDEMNIFY AND HOLD HARMLESS**

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We \_\_\_\_\_ covenant and agree to protect, defend, indemnify, save and hold harmless, Hinton Public School, its board members, administrators, teacher, agents and employees, from and against any claims arising out of the use or condition of the premises mentioned herein. The undersigned shall defend, indemnify and hold harmless Hinton Public School, its board members, administrators, teachers, agents and employees, from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs and expenses arising out of or in connection with conditions or use of the premises during the period commencing \_\_\_\_\_ (list all inclusive dates) at the premises of \_\_\_\_\_. This agreement to indemnify and hold harmless includes but is not limited to all claims including expenses arising out of any failure of the contractor, vendor, organization or group in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance.

X \_\_\_\_\_

**MEAL PRICES**

## Student Meals:

Full Breakfast - \$1.25    Reduced Breakfast - \$0.30    Full Lunch - \$2.50    Reduced Lunch - \$0.40

## Adult Meals:

Breakfast \$1.80    Lunch \$3.75    Salad Plate \$2.50

Extra Milk or Water \$0.40

All students are eligible to apply for free or reduced meal benefits. Federal guidelines allow school systems a maximum of ten (10) days to approve a new free and reduced price meal application once the application has been received. No student is allowed a free and reduced price meal without a current approved application on file in the Child Nutrition Department. Parents who apply for free and reduced price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Once approval is granted, parents will receive a notification letter of a student's eligibility showing the effective date. If a notification letter is not received within ten (10) days, parents should check with the Child Nutrition Office to see if the free and reduced application has been received.

**MEAL CHARGES**

Hinton Public School District offers a nutritious school breakfast and lunch to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board has established policy regarding the charges of school lunches. Students may pay cash for their meals at any time. However, prepayment is the preferred method of payment. The amount of the prepayment deposit can range from on day to a month, or even a year. Every child on full or reduced meals may charge up to \$30.00 on their account. When a student's account reaches a negative balance parent's will receive written notification or a phone call. It is the parent's responsibility to ensure that funds are available in their students account. Hinton Public Schools is not required by the USDA to provide a meal to paid or reduced priced students with a negative account balance. If a student does not have funds available in their account their parents will be notified and must provide cash for meals served that day or provide a sack lunch for their student. If financial hardship is a problem parents are encouraged to contact the Child Nutrition Office and set up payment arrangements.

**DELINQUENT MEAL CHARGES**

All unpaid meal charges at the end of the school year are classified as delinquent and are subject to referral to a collection agency.

**UNCLAIMED FUNDS**

Money left in a student's account at the end of the year will be rolled over into the following year for their account. A parent may request in writing that the money be reimbursed to them at the end of the school year, or when the student is withdrawn from the district. When a student is withdrawn and a written request is not made within ten (10) days following the withdrawal, the money remaining in the student's account will be considered property of the Child Nutrition Program and will not be refunded.

**SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS**

Hinton Public School’s plan for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
2. The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
  - a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
    - i. The employee, officer, or agent;
    - ii. Any member of the immediate family;
    - iii. His or her partner;
    - iv. An organization which employs or is about to employ one of the above.
  - b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
  - c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
  - d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
  - e. Penalties for violation of the standards of code of conduct of the (SFA) School Child Nutrition Program (CNP) should be:
    - i. Reprimand by Board of Education
    - ii. Dismissal by Board of Education
    - iii. Any legal action necessary
3. Regardless of procurement method, the following factors will be determined regarding the allowable costs:
  - a. Be necessary and reasonable for proper and efficient administration of the program(s)
  - b. Be allocable to federal awards applicable to the administration of the programs(s)
  - c. Be authorized and not prohibited under state and local laws
4. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	SFA/Sponsor Procurement Thresholds (enter)
Micro-purchasing	Less than \$10,000	
Equipment	Over \$5,000	
Small/Informal	Less than \$150,000	

Formal            Greater than \$150,000; or any  
Food Service Management  
Contract

5. All staff conducting purchasing will be trained on the procurement procedures.
6. All purchasing records will be maintained no less than the current year plus 3 additional years.

#### 7. **Buy American Provision**

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States *to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products.* For purposes of this provision, the term *domestic food commodity or product* means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

#### 8. **Geographical Preference**

The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown

or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

When geographic preference is used, Hinton Public Schools must still get quotes from several farmers

when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.

9. **Protest procedures** are required. Hinton Public Schools will have protest procedures to handle and

resolve disputes

relating to their procurements and shall in all instances disclose information regarding the protest to the

awarding agency. A protestor must exhaust all administrative remedies with the Hinton Public School's before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)

- a. Violations of federal law or regulations and the standard of 2 CFR §200 (violations of state or local law will be under the jurisdiction of state or local authorities).

AND

- b. Violations of the Hinton Public School's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

10. The district will maintain a **CHART OF PROCEDURES** indicating how all items are procured, and how often they are procured.

11. **Beverage and Snack Agreements** (Reference USDA Policy Memo 99-SP-09)

In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of \$250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund contributions, or any other payments back to the Hinton Public Schools(HPS) or HPS-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

a. No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.

b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.

c. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term **Exclusive Pouring Rights**. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

12. Hinton Public Schools will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible.

Affirmative

steps shall include:

a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.

b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.

d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.

- e. Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

### **Certifications**

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized non kickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

2. **Lobbying Certification** (Reference 200.326[1])

a. Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

3. **Debarment or Suspension** . Hinton Public Schools is prohibited from contracting with an

individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most c ontracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. (FORMAL CONTRACTS)

4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, *all*

*contracts* awarded by the non federal entity in excess of \$2,500 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

**5. Equal Opportunity and Discrimination** . The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant . **(FORMAL CONTRACTS OF \$10,000 OR MORE)**

6. Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA) Regulation** (40 CFR §15), which prohibit the use

of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). 23. The contract must recognize mandatory standards and policies relating to energy efficiency which are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

## **SECTION II – PURCHASING EQUIPMENT**

**\*Name and Title of those responsible for Purchasing Equipment: Marcy Derryberry, Superintendent**

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used.

1. Written specifications will be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The price quotes will receive appropriate confidentiality before award.
4. If using USDA funding for the purchase, the Hinton Public Schools will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.
5. Quotes will be awarded by Marcy Derryberry . Quotes awarded will be to the lowest and best quote based upon quality, service availability, price.
6. Marcy Derryberry will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
7. Marcy Derryberry will be responsible for documentation that the actual product specified is received.



*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See

also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

### **SECTION III – MICROPURCHASING**

If the amount of purchases for items is less than \$10,000 *or less than the districts micropurchasing threshold*, the following procedure will be used.

Select one:

Purchases below \$10,000

Purchases below \$ \_\_\_\_\_ (*District threshold if it is below \$10,000, must use most restrictive*)

1. Purchases will not be separated into 2 or more purchases to meet or be below the \$10,000 threshold.

2. The price quotes will not be required. Competition is not required.

3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.

4. Marcy Derryberry will be responsible for documentation of purchase.

*Note: Federal threshold of \$2,000 is applicable in the case of acquisitions for construction subject to the Davis-Bacon Act*

### **SECTION IV – SMALL PROCUREMENT**

**\*Name and Title of those responsible for Small Purchase Procedures: Marcy Derryberry, Superintendent**

If the amount of purchases for items less than \$250,000, Small Purchase Procedures must be followed.

Quotes documented from an adequate number of qualified sources will be required.

Select one:

Purchases below \$250,000

Purchases below \_\_\_\_\_ (*District threshold if it is below \$250,000, must use most restrictive*)

Small Purchase procedures will be applied on ***the basis of a:***

District-wide

Each Individual Site

State Contract

\_\_\_\_\_ Food-Buying Group/Co-op (specify): \_\_\_\_\_

\_\_\_\_\_ Combination of above (specify): \_\_\_\_\_

1. Written specifications will be prepared and given to a minimum of two vendors.
2. The Marcy Derryberry will be responsible for contacting potential vendors when price quotes are needed.
3. Quotes will be awarded by Marcy Derryberry. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, etc.
4. Marcy Derryberry will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
5. Marcy Derryberry will be responsible for documentation that the actual product specified is received.
6. Any time an accepted item is not available, Marcy Derryberry will select the acceptable alternate.

Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.

#### **SECTION V – FORMAL PROCUREMENT**

**\*Name and Title of those responsible for Formal Procurement Procedures: Marcy Derryberry, Superintendent**

Select one or more as applicable:

Purchases over \$250,000

Purchases over \$\_\_\_\_\_ ( *District threshold if it is above \$250,000, must use most restrictive* )

Food Service Management Contracts at any total cost ( *does not include vended meal agreements* )

N/A, no purchases over \$250,000 or Food Service Management Contracts

Formal bid procedures will be applied on ***the basis of a:***

District-wide

\_\_\_\_\_ Each Individual Site

\_\_\_\_\_ State Contract

\_\_\_\_\_ Food-Buying Group/Co-op (specify): \_\_\_\_\_

\_\_\_\_\_ Combination of above (specify): \_\_\_\_\_

1. If the amount of purchases is above the district's threshold, or a Food Service Management Contract,

formal procurement procedures will be used as required by 2 CFR Part 200.318-326.

a. When a formal procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for***

**Proposal (RFP)** procedures will apply: Hinton Public Schools will allow 45 days for IFB & 60 days for RFP from the time the information is given to vendors until the time of bid opening.

b. An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the Hinton Record to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 1 week.

c. An advertisement is required for all formal procurement (IFB/RFP)

- A general description of items to be purchased.
- The deadline for submission of questions and the date written responses will be provided including an addenda to bid specifications, terms and conditions as needed.
- A date of pre-bid meeting, if applicable, and if attendance is a requirement for bid award.
- A deadline for submission of sealed bids or proposals, and address of location where complete specifications and bid forms may be obtained.

d. The developer of written specifications or descriptions for procurements will be **prohibited** from submitting bids or proposals for such products or services.

e. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

- Contract period.
- Hinton Public Schools is responsible for all contracts awarded (statement).
- Date, time, and location of bid opening.
- How a vendor will be informed of bid acceptance or rejection.
- The terms and conditions which bidder must fulfill.
- Statement assuring efforts will be made to involve minority and small business.
- Statement regarding Cause for Termination.
- Forms and statements identified in the **Formal Procurement Checklist on page 14 of this**

**Procurement Plan.**

- Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account, if applicable in a cost reimbursable contract.

f. Specifications and estimated quantities of products and services prepared by Hinton Public Schools and provided to potential contractors desiring to submit bids/proposals for the products or services requested.

g. If any potential vendor ask questions regarding the specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Marcy Derryberry and date specified.

h. The Marcy Derryberry will be responsible for securing all bids or proposals.

i. Marcy Derryberry will be responsible to ensure all Hinton Public Schools procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

**Request for Proposals**

In awarding a competitive negotiation (RFP) a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. **Price** alone is not the sole

basis for award, but remains the **primary** consideration when awarding a contract.

Evaluation Criteria the district can use to award an RFP.

Weight Criteria

  20   (points) Price

  20   (points) Service Capability Plan

  20   (points) Quality

  20   (points) Experience, References

  20   (points) Business Practices, Financial Condition/Stability

  20   (points) Accounting and Reporting System

100 points TOTAL

## **SECTION VI - NON-COMPETITIVE NEGOTIATION**

If items are available **only** from a single source *when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation* , **NON-COMPETITIVE NEGOTIATION** procedures will be used:

1. Written Specifications will be prepared and provided to the vendor.
2. **Marcy Derryberry, Superintendent** will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
3. **Marcy Derryberry, Superintendent** will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
4. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. The record of non-competitive purchases shall include, at a minimum, the following:

- item name
- dollar amount
- vendor
- reason for non-competitive procurement

**\*\* Due to the rural location of the district, it is feasible the school will only receive one responsible and responsive response.**

## **SECTION VII – EMERGENCY PURCHASING**

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the district. The

following emergency procedures shall be followed. All emergency procurements shall be approved by Marcy Derryberry, Superintendent. At a minimum, the following emergency procurement procedures shall be documented:

- item name
- dollar amount
- vendor
- reason for emergency

2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment.

Specifically

the SFA/Sponsor shall maintain, at a minimum, the following documents:

- Written rationale for award cost or price;
- A copy of the original solicitation;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims;
- A history of any contractor breaches

## CHART OF PROCEDURES

The Keystone Food Company will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. **Price quote time frame** period is defined

as the time frame for which bids or quotes are obtained and awarded.

<b>PRODUCT</b>	<b>HOW OFTEN ARE PRICE QUOTES OBTAINED</b>	<b>PROCUREMENT METHOD USED</b>
Milk	As Needed	Small Purchase/Micro
<hr/>		
Bread	As Needed	
Canned fruits	As Needed	Small Purchase/Micro
Canned vegetables		
Froze fruits		

Frozen vegetables	As Needed	Small Purchase/Micro
Pre-prepared fruits and vegetables	As Needed	Small Purchase/Micro
Fresh fruits	As Needed	Small Purchase/Micro
Fresh vegetables	As Needed	Small Purchase/Micro
Meats	As Needed	Small Purchase/Micro
Paper products	As Needed	Small Purchase/Micro
Chemicals	As Needed	Small Purchase/Micro
Small equipment	As Needed	
Small Purchase/Micro _____		
Large equipment	As Needed	
Small Purchase/Micro _____		

**INFORMAL PROCUREMENT LOG**

TO BE USED FOR PURCHASES OF \$250,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications: \_\_\_\_\_

	Date & Method of Contact	Bid Price Negotiated Price	Notes
Supplier #1			
Supplier #2			
Supplier #3			

## **FORMAL PROCUREMENT CHECKLIST**

**Terms and information regarding Formal Procurement are listed on pages 3-5 and 8-10 of the Procurement Plan**

### ***FORMAL PROCUREMENT REQUIREMENTS***

**Newspaper Advertisement** (all formal bids) newspaper advertised: \_\_\_\_\_

**Solicitation sent to a minimum of 2 vendors** Vendor 1: \_\_\_\_\_

Vendor 2: \_\_\_\_\_ Vendor 3: \_\_\_\_\_

**Evaluation criteria for RFP.** An RFP is awarded based on overall scoring. The evaluation scoring

should be given with the solicitation. **PRICE** must be given the most points. Other items scored on can be – Experience/references, Diversity in products and/or services, Quality of products, Cost & Performance Bonds, Personnel Management, Business Practices, Accounting and Reporting systems, and Service Capability plan are examples of how an RFP can be evaluated. **(IFB/Sealed Bids are awarded**

**lowest price only. No other factors can determine the award)**

### ***FORMS & CLAUSES***

**Buy American information** (All Food & Milk contracts)

**USDA Equal Opportunity information** (contracts \$10,000 or more)

**Termination for Cause information** (contracts \$10,000 or more)

**Clean Water Act provision** (contracts \$150,000 or more)

**Contract work Hours and Safety Standards Act** (contracts \$2,500 or more)

**Nonkickback Affidavit** (Purchase orders over \$25,000)

**Davis-Bacon information** (Construction contracts \$2,000 or more)

**Debarment & Suspension form** (all contracts)

**Byrd Anti-Lobbying form** (contracts \$100,000 or more)

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The Hinton Board of Education has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff, and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of education. Revenues may be spent only on those purposes for which general revenue may be expended.

Vending Machine Use:

1. Elementary Schools: Vending beverage machines shall not be operated in elementary schools in locations available to students. Only after school except on special occasions.
2. Middle Schools/Junior High Schools: Vending beverage machines may be operated in middle schools/junior high schools.
3. High Schools: Vending beverage machines may be operated in high schools.

Pursuant to 70 O.S. Section 1-109, the Board of Education has adopted the following school-hours policy:

1. School shall actually be in session and classroom instruction offered for not less than one thousand eighty (1080) hours each school year.
2. The District shall notify the State Board of Education of this policy prior to September 15<sup>th</sup> of the applicable school year.

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester for a total of twelve (12) hours per school year.

It is the policy of the Hinton Board of Education that the school district will comply with a federal requirement to teach students about the United States Constitution on September 17 (“Constitution Day”) of each year. The school district shall utilize rules of the United States Department of Education to ensure that this education is provided.

## **CONSTITUTION DAY**

**100.20**  
**(1 OF 1 PAGES)**

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It is the policy of the Hinton Board of Education that the school district will comply with a federal requirement to teach students about the United States Constitution on September 17<sup>th</sup> (“Constitution Day”) each year. The school district shall utilize rules of the United States Department of Education to ensure that this education is provided.

## **ADMINISTRATIVE ADVISEMENT**

**100.21  
(1 OF 1PAGES)**

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All major problems of administration encountered by teachers will be referred to the principal, where they will be handled in terms of existing board policy or referred through existing channels to the board for adoption of policies to cover similar situations.

Problems for which no policy exists and which require immediate decisions, will be resolved by the principal and teachers in the building, subject to review by the superintendent and the board.

General Information

The board of education adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act"), effective November 1, 1985.

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

In order to achieve these goals, the board of education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, shall be open to any person for inspection, copying and/or mechanical reproduction during the regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply: Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:
  - A. Records which relate to internal personal investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; and
  - B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees);
  - C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act; and
  - D. The home address or social security number of any employee or former employee.
2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.

3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 ½" x 11" - \$.25 per copy  
8 ½" x 14" - \$.25 per copy  
Search fee: \$25.00 per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:
  - A. Individual students records;
  - B. Teacher lesson plans, tests, and other teaching material; and
  - C. Personal communications concerning individual students;
  - D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or
  - E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
5. An employee of the district shall have a right of access to the employee's own personnel file.

- Personal communications concerning individual students.
- Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of school district personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a school district policy or school district project.

The board of education hereby designates its superintendent or if such person is not available during regular business hours, then the superintendent's office secretary as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

School policies are statements setting forth the goals of the Board of Education, along with specific rules and regulations pertaining to the district, its employees, students and patrons. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively developed by the Board of Education working with the administration, students, teachers and parents, but the final authority rests solely with the Board. The execution of school policy is the responsibility of the superintendent and administrative staff.

A Board policy may be added or an existing policy may be amended or deleted at any Board meeting by the approval of a majority of members present, provided such action is properly included on the agenda of that meeting.

In certain circumstances, the operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of the Board members present at a regular, special or emergency meeting.

In cases where action must be taken in the absence of specific guidelines established by Board policy, the superintendent will have the authority to act. In such cases, the superintendent will use his/her best judgment based on what the superintendent reasonably believes the policy would be if it existed. Such emergency policy decisions will be reported to the Board president as soon as practical and to the Board of Education at its next meeting. The Board will then determine whether a permanent policy should be established.



In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of Hinton Board of Education that school board members and school district personnel shall not engage in any activity that would create a conflict of interest.

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment and other equipment, outside of the scope of the employee's employment. Employees that utilize school district owned property for personal use or gain may be subject to disciplinary action which could include possible action to non-renew or terminate employment.

### **Contracts and Business Arrangements**

#### **1. Contracts with Board Members**

Oklahoma Law prohibits a school board from entering into a contract in which a board member is directly or indirectly interested. 70 O.S. § 5-124.

#### **2. Disclosure of Other Contracts and Business Arrangements**

The board of education believes that certain business and contractual arrangements by employees, although not in violation of state law, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent.

- A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation or lessor/lessee relationship.
- B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

Any violation of the foregoing reporting requirements will subject the employee or employees involved to possible disciplinary action which could include possible termination or non-renewal of employment.

#### **3. Contracts or Employment Relationships Between Employees**

District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours.

**4. Other Prohibited Activities**

In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district.

**Outside Activities of Full-Time Employees**

This portion of the policy applies to full-time employees. A full-time employee shall be construed as any teacher, administrator, support employee or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy.

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours.

The Hinton Board of Education directs all school district personnel to maintain appropriate internal controls in accordance with this policy. Internal Controls are to be an integral part of the school district's financial and business policies and procedures. The objectives of internal controls are:

- Protecting resources against waste, fraud, and inefficiency;
- Ensuring accuracy and reliability in accounting and operating data;
- Securing compliance with the policies of the organization;
- Ensuring compliance with applicable laws and regulations;
- Evaluating the level of performance in all organizational units of the organization;
- Providing management with reasonable assurance that all leave and payroll transactions are authorized, valid, complete and accurate;
- Safeguarding leave and payroll documents from theft, loss and destruction; and
- Internal controls are simply good business practices.

Internal controls are the practices performed by employees to provide the board of education with reasonable assurance that assets are safeguarded and transactions are authorized, valid, complete and accurate.

Internal control systems operate at different levels of effectiveness. Determining whether a particular internal control system is effective is a judgment resulting from an assessment of whether the five components – Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring – are present and functioning. Effective controls provide reasonable assurance regarding the accomplishments of established objectives.

The Superintendent or designee shall evaluate and monitor compliance with statute, regulations and the terms and conditions of federal awards. When instances of noncompliance are identified, the Superintendent or designee shall take prompt action. All school personnel shall take reasonable measures to safeguard personally identifiable information that is protected by state or federal law.

#### Control Environment

The control environment, as established by the organization's administration, sets the tone of an institution and influences the control consciousness of its people. Leaders of each department, area or activity establish a local control environment.

#### Risk Assessment

Every entity faces a variety of risks from external and internal sources that must be assessed. A precondition to risk assessment is the establishment of objectives, linked at different levels and internally consistent. Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

The process of identifying and analyzing risk is an ongoing process and is a critical component of an effective internal control system. Attention must be focused on risks at all levels and necessary actions must be taken to manage. Risks can pertain to internal and external factors. After risks have been identified, they must be evaluated.

Managing change requires a constant assessment of risk and the impact on internal controls. Economic, industry and regulatory environments change and entities' activities evolve. Mechanisms are needed to identify and react to changing conditions.

**Control Activities**

Control activities are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the entity's objectives. Control activities occur throughout the organization, at all levels, and in all functions. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Control activities usually involve two elements: a policy establishing what should be done and procedures to effect the policy. All policies must be implemented thoughtfully, conscientiously and consistently.

**Information and Communication**

Pertinent information must be identified, captured and communicated in a form and time frame that enables people to carry out their responsibilities. Effective communication must occur in a broad sense, flowing down, across and up the organization. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream.

**Monitoring**

Internal control systems need to be monitored – a process that assesses the quality of the system's performance over time. Ongoing monitoring occurs in the ordinary course of operations, and includes regular management and supervisory activities, and other actions personnel take in performing their duties that assess the quality of internal control system performance.

The scope and frequency of separate evaluations depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top administration and governing boards.

Internal control systems change over time. The way controls are applied may evolve. Once effective procedures can become less effective due to the arrival of new personnel, varying effectiveness of training and supervision, time and resources constraints, or additional pressures. Furthermore, circumstances for which the internal control system was originally designed also may change. Because of changing conditions, management needs to determine whether the internal control system continues to be relevant and able to address new risks.

**Responsibility**

It is the responsibility of the superintendent and board of education to work together to develop and implement a system of internal controls. However, everyone within the school district has some role in internal controls. The roles vary depending upon the level of responsibility and the nature of involvement by the individual. The Board of Education, Superintendent, and administrative staff establish the presence of integrity, ethics, competence and a positive control environment. The employees of the district have oversight responsibility for internal controls within their areas. Each employee is to be cognizant of proper internal control procedures associated with their specific job responsibilities and is responsible for complying with internal controls

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**Components of the Control Activity**

Internal controls rely on the principle of checks and balances in the workplace. The following components focus on the control activity:

**Personnel** need to be competent and trustworthy, with clearly established lines of authority and responsibility documented in written job descriptions and procedure manuals. Organizational charts provide a visual presentation of lines of authority and periodic updates of job descriptions ensures that employees are aware of the duties they are expected to perform.

**Authorization Procedures** need to include a thorough review of supporting information to verify the propriety and validity of transactions. Approval authority is to be commensurate with the nature and significance of the transactions and in compliance with School District policy.

Transactions should be authorized and executed by persons acting within the range of their authority.

- Policies and procedures should clearly identify which individuals have authority to approve different types of transactions.
- Authority comes with accountability and responsibility.
- Individuals should understand what they are approving. Individuals should have firsthand knowledge of transactions being approved, or they should review supporting information to verify the propriety and validity of transactions.
- Authorization of adjustments should be timely.
- Authorization for leave, overtime and change of work schedule should be obtained in advance and in writing.
- Authorization should be from at least one level above.
- Employees should not authorize their own transactions.
- Adjustment documents should proceed directly for processing after approval by a supervisor and not return to the employee where it can be falsified. Many frauds occur after approval.
- Supervisors should not sign blank forms.
- The supervisor and employee should initial corrections or adjustments.
- Delegation of authority in writing is required for grants and recommended for other budgets.
- Leave and payroll documents should proceed directly for processing after approval by a supervisor and not returned to the employee where they can be falsified. Many frauds (i.e. unauthorized or excessive overtime hours charged) occur after approval.
- Supervisors should not sign blank timesheets or leave request forms.
- Corrections or adjustments should be initialed by the supervisor and employee.

**Segregation of Duties** reduce the likelihood of errors and irregularities. An individual is not to have responsibility for more than one of the three transaction components: authorization, custody, and record keeping. When the work of one employee is checked by another, and when the responsibility for custody for assets is separate from the responsibility for maintaining the records relating to those assets, there is appropriate segregation of duties. This helps detect errors in a timely manner and deter improper activities; and at the same time, it should be devised to prompt operational efficiency and allow for effective communications.

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**Physical Restrictions** are the most important type of protective measures for safeguarding school district assets, processes and data.

**Documentation and Record Retention** is to provide reasonable assurance that all information and transactions of value are clearly, thoroughly, and accurately recorded and retained. Records are to be maintained and controlled in accordance with the established retention period and properly disposed of in accordance with established procedures.

**Monitoring Operations** is essential to verify that controls are operating properly. Reconciliations, confirmations, and exception reports can provide this type of information.

Reconciliation is the process of comparing the entries in the general ledger to supporting documentation and resolving any discrepancies or differences. Accounts Payable, Accounts Receivable, and Cash, Property depreciation, Interest Income and other.

An independent person should perform a reconciliation of the district financial records at least annually and when an employee transfers, requests extended leave without pay, or separates employment from the school district.

### **Risk Assessment**

The process of assessing risk is an opportunity for management and directors to look at their operations, determine the areas of significant risk, and evaluate what actions can be taken to minimize the risk and enhance the effectiveness and efficiency of the operation, while following applicable laws and regulations. The risk assessment and internal control evaluation can be integrated into the strategic planning process and program review.

All levels of the organization should participate in an annual risk assessment. The process of assessing risk is an opportunity for review of operations, determination of the areas of significant risk, and evaluation of what actions can be taken to minimize the risk and enhance internal controls. Determination of an effective means of managing the risks, determining the likelihood of occurrence, minimizing the risks, and providing compensating controls is management's responsibility.

### **Managing an Audit**

These are suggestions when interacting with auditors, to expedite the audit process while minimizing disruptions to day-to-day departmental operations. It is important to both the auditors and the departments to have accurate and objective audit results.

! Designate an audit liaison person (Department manager).

! Clarify the audit object and scope (areas to be tested and period covered by the audit).

! Determine auditor needs (records, workspace, and resources).

! Consider giving the auditor a general tour of your facilities.

### **Access to Records by Auditor**

Ensure original documents do not leave department premises without prior approval. If a request is ambiguous, ask the auditor for the purpose of reviewing the document. Be prepared to recommend alternate documents that would

achieve the auditor's purpose. Unless absolutely necessary, do not allow full access to your file drawers, storerooms,

etc. Auditors are expected to obtain permission and state their objective for accessing these areas.

Have documents

available upon their arrival. Maintain a list of records provided to the auditor. Review records you are providing to anticipate questions. If records will hurt the School District's interest, notify department management of the issue.

### **Responding to Audit Findings**

Keep informed of issues throughout the audit. Ensure an exit interview is held. Use it to verify facts and respond to the audit. Ask a representative from the Treasurer's Office to attend if there are questioned or disputed findings. Ask for time to review findings, and then re-verify calculations and source data. Concede valid findings, but do not speculate on whether they apply to other areas on campus. Discuss with the auditor the dispositions of audit issues, i.e. verbal comment, exit item, management summary or report item. If necessary, appeal the auditor's conclusion with their supervisors.

### **Must Do" Management Actions**

'Hard' Controls (Mandatory Internal Control and Checks and Balances)

1. Use only original signatures to approve documents.
2. Provide departmental reports
  - a. Review and document the reconciliations of the monthly department financial statements to the appropriate supporting documents to assure all items are authorized School District purchases/charges.
  - b. Budget the best annual estimate of the department's earnings and expenditures.
  - c. Compare actual results to the budget and follow up significant variances.
3. Issue Payroll
  - a. Reconcile labor distribution reports to timesheets/exception reports (including reconciling leave accrual amounts to leave slips).
  - b. Collect from Staff & Administration a signed Attendance Calendar for each pay period.
  - c. Collect from nonexempt and exempt staff a signed Attendance Calendar for each pay period.
  - d. Collect from hourly classified and student employees a signed positive timesheet for each pay period.
  - e. Have supervisors with direct knowledge of the actual time worked sign Attendance Calendars and positive timesheets.
  - f. Review the monthly departmental labor distribution report and reconciliation.
  - g. Budget the best annual estimate of the department's labor expenses.
4. Separate incompatible duties (e.g. pro-card holder/approval authority, cash receipts handling/accounts receivable posting, payroll preparation/verification, etc.) among different department staff members.
5. Identify active/inactive research accounts used by departmental faculty, and assure/implement a process through which the activity (including personnel requisitions, expenditures, and document retention) is approved by the Principle Investigator (PI) and periodically reviewed by the department chair and that this process is in accordance with School District and funding source (grant, department program, etc.) requirements (capital equipment approval, contract approval, etc.). Ensure that inactive project grants are closed according to School District procedures.
6. Count and balance your petty cash/change fund as determined necessary, and reconcile (by another person) as appropriate.
7. Issue Cash Receipts
  - a. Deposit daily or periodically with the Cashier's Office any cash/checks received in your department as authorized in the policy and procedures manual.
  - b. Issue a pre-numbered receipt for all cash transactions.
  - c. Collect sales tax when taxable goods are sold.

- d. Use a cash receipts form for all checks and cash and submit them to the central office for deposit. e. Safeguard cash and checks against theft or loss.
  
- 8. Review purchases
  - a. Review in detail the supporting documentation for any action that you authorize, approve, review, or sign.
  - b. Use the School District account with whenever possible for as much of the departmental purchasing needs as possible.
  - c. Establish a mechanism for ensuring that all departmental purchases are appropriate.
  - d. All contracts and credit applications require Treasurer's Office approval.
  - e. **Always submit original receipts as proof of payment.**
  
- 9. List and account for each equipment asset and its location valued at less than \$25,000 (assets not included on the School District's inventory listing).
  
- 10. Reconcile external bank accounts and credit card transactions (if applicable) at least monthly.
  - a. Establish procedures to ensure that cardholders comply with the reimbursable business expense policy.

**'Soft' Controls (Internal Controls to Strengthen Oversight and Encourage Compliance)**

- 1. Complete an Annual Risk Assessment and/or Internal Control Review at least annually.
- 2. Be familiar with the Policies and Procedures of the School District.
- 3. Avoid circumventing any established internal controls over department operations.
- 4. Review operational processes on a continuous basis for duplication of effort.
- 5. Identify strengths/weaknesses within your employee pool and re-organize duties accordingly to develop a stronger team. Encourage employees to participate in professional development activities.
- 6. Be alert to fraud risks and 'red flags' for fraud occurring in your unit's operations.
- 7. On a regular basis compare/analyze the actual revenue and expenditures to the amount of budgeted revenue/expenditures (i.e. financial analysis).
- 8. Provide relevant financial reports/status updates to appropriate Dean/Director on a regular basis.
- 9. Document all reconciliation's, verifications, approvals, etc. to assure a defined audit trail of all transactions exit.

**Legal Reference: 2 C.F.R. § 200.303**

**BOE APPROVED UPDATE 10/29/20**





**SECTION 200**  
**ALL DISTRICT EMPLOYEES**

It is the policy of the Hinton Board of Education to take action and provide statutory notification concerning the renewal or nonrenewal of all teachers' contracts prior to the first Monday in June each year.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the Education Appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the Board. The principal(s) shall be consulted on the employment and retention of teachers.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the board of education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage or for any other reason not related to individual capability to perform in the position for which employed. In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member.

**TEACHER QUALIFICATIONS**

The Hinton Board of Education shall employ teachers on a professional basis without regard to age, race, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal on or before April 10<sup>th</sup> each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made before the board of education who shall make the final employment determination.

School districts receiving Title 1 funds must ensure that teachers hired in a program supported by such funds are “highly qualified.” By the end of the 2005-2006 school year, all teachers within this school district are required to be “highly qualified.” The No Child Left Behind Act defines “highly qualified” as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor’s degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor’s degree and has demonstrated a high level of competency in each of the academic subject in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran regular teachers currently employed by the district will be identified as highly qualified if they:

1. Hold at least a bachelor’s degree ; and
2. Have a met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or
3. Demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.

Special education currently employed by the district will be identified as highly qualified if they:

1. Has obtained full state certification as a special education teacher or passed a state special education teacher licensing examination;
2. Holds a license to teach special education and has not had certification or licensure requirements waived on an emergency, provisional, or temporary basis;
3. Has earned at least a bachelor’s degree; and
4. Meets NCLB requirements regarding subject matter competence.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual.

Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

**INVESTIGATION RECORDS**

The Hinton Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check shall be conducted of all prospective employee consenting to a felony records check to conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's request through the superintendent, to the State Department of Education.

Any person applying for employment as a substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the produces a copy of a nation criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed starting the stating the teacher left in good standing.

If the applicant for the employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the felony records search results. The temporary employment of the prospective employees shall terminate after sixty (60) unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

The personnel employed by the district constitute the most important resource for effectively conducting a quality learning program. All staff members make important contributions to a successful education program. The district's program will function best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to district programs and services. Following are some of the goals of the district's personnel program:

- To develop and implement those strategies and procedures for personnel recruitment, screening and selection which will result in employing the best available candidates, i.e., those with highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district's learning program.
- To develop general a deployment strategy for greatest contribution to the learning program, and to utilize it as the primary basis for determining staff assignments.
- To develop a climate in which optimum staff performance, morale, and satisfaction are produced.
- To provide positive programs of staff development designed to contribute both to improvement of the learning program and to each staff member's career development aspirations.

## EMPLOYMENT RENEWAL NOTIFICATION DATES

**200.03**  
**(1 OF 1 PAGES)**

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### Teachers:

All teachers on regular contracts shall be considered and retained, or notified of a recommendation for nonretention, prior to the first Monday in June of each year. In accordance with Oklahoma continuing contract law, found at 70 O.S. § 6-101, teachers on regular contracts who have not been informed to the contrary prior to the first Monday in June, and who have not notified the District within fifteen days after the first Monday in June that they do not wish to be employed for the next school year, are to consider themselves employed for the ensuing school year on a continuing contract basis.

### Support Personnel:

The district, no later than ten (10) days after the effective date of the education appropriation bill or June 1, whichever is later, shall give reasonable assurance of employment in writing to any support employee that the school intends to employ for the next school year.



## **SALARY DEDUCTIONS**

**200.04**  
**(1 OF 1 PAGES)**

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Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. The school district is required to make payroll deductions for professional organization. Other deductions may be authorized by the Hinton Board of Education upon request and authorization of the employee.

However, a school employee may request in writing at any time for the district to immediately terminate or initiate payroll deductions to a professional organization. Within five (5) business days of receipt of a request or by the next pay period, whichever is earlier, the district shall terminate or initiate any future payroll deductions of the requesting employee to a professional organization. Within fifteen (15) business days of receipt of a request, the district shall notify the professional organization of the initiation or termination of payroll deductions. If the request is to terminate a deduction, the district shall not make any advance payments to any professional organization of any future dues on behalf of the employee.

**ACCEPTING EMPLOYEE LETTERS OF RESIGNATION**

**200.05  
(1 OF 1 PAGES)**

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The board has empowered the superintendent as its agent to accept on its behalf employee letters of resignation. Receipt by the superintendent of a letter of resignation constitutes acceptance of the resignation by the board and releases the employee and district from any further contractual obligations beyond the effective date of the resignation. Any resignation letter received by the superintendent is irrevocable.

Upon receipt of an employee's letter of resignation, the superintendent will give the employee a statement of receipt and acknowledgment, as follows:

As superintendent of schools acting as the agent for the board of education, I acknowledge receipt of a letter of resignation of employment from \_\_\_\_\_, effective on the following date:\_\_\_\_\_.

My signature below indicates receipt of the letter of resignation and acceptance thereof by the board of education and releases the employee and district from any further contractual obligations as of the effective date stated above. By accepting this resignation letter, the employee's offer to be released from contract has been accepted and therefore the resignation is irrevocable.

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Employee

The Superintendent shall recommend candidates for administrative, support, and certified positions. The appropriate principal(s) may be consulted regarding the employment and retention of teachers. In every case, the Superintendent will make the final decisions as to whether or not a candidate will be recommended.

Minimum position requirements must be established for each vacancy and recorded before accepting any applications. Teacher and/or administrator vacancies may be advertised within the District to fit a particular school need, if deemed necessary. Vacancies may be filled by transfers within the system. In this case, there is not a vacancy until all transfers are complete.

Among other requirements for employment, the Superintendent shall ensure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the Board of Education and shall become a part of this policy.

In the event the Board decides not to employ a candidate who is recommended by the Superintendent, the Superintendent will make further recommendations to the Board until a selection is made.

### **Equal Opportunity Employment**

This school district is an equal opportunity employer, and will abide by all pertinent state and federal laws, and all applicable EEOC regulations. It is the policy of the District to provide equal opportunities without regard to race, color, national origin, sex, age or disability in its educational programs and activities. The District does not discriminate on the basis of race, color, national origin, sex, age or disability. The employment of any person with this school district shall not be made or excluded on the basis of race, color, national origin, sex, disability or age, or for any other reason not related to individual capability to perform in the position for which he/she applies.

### **Application Procedure**

In accordance with the policy of the Board of Education, the following procedure shall govern the processing of applications for employment with the school district:

All applicants for employment, whether solicited or unsolicited, must produce sufficient and satisfactory identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.

A birth certificate accompanied by an official identification card bearing a photograph and/or fingerprints will be considered as sufficient and satisfactory identification to establish United States citizenship.

If the applicant is not a United States citizen, one or more of the following documents will be sufficient to establish identity:

- United States passport.
- Certificate of United States citizenship.
- Certification of naturalization.
- A current, valid passport issued by a foreign country if the passport contains an unexpired endorsement of the Attorney General of the United States authorizing the individual to obtain employment.
- Resident alien card (Green card) or other registration card if the card contains a photograph of the applicant and appropriate identifying information.

In addition to the documents listed above, the non-United States citizen applicant must possess one of the following forms of employment authorization:

- INS Form I-94, which is an Immigration and Naturalization Service form evidencing an alien's admission into the United States with employment authorization.
- Permanent resident approval letter giving employment authorization.
- Official letter from the INS providing authorization to hold employment.

Any documentation considered sufficient and satisfactory for purposes of employment must be copied and the copy retained in the applicant's employment file. The copies will be retained for a period of three years or for one year following the termination of the person's employment, whichever is sooner.

### **Felons/Sex Offenders and Employment**

The board of education, in order to comply with state law regarding felons and sex offenders, shall:

1. Require every person or business making a contract with the school district, for service to be performed on school premises during normal school hours, to sign a statement declaring that no employee working on the school premises under the authority of the person or business has either been found guilty of (1) a felony offense during the previous ten years or (2) any sex offense subject to the Sex Offenders Registration Act of any state or the federal sex offender registration provisions. If, however, there has been a pardon for the felony offense, this provision shall not apply. Also, this provision shall not apply to volunteers, persons performing community service hours under court order or persons performing services under a supervised work release program. Provided, however, persons performing community service hours or services under work release shall not be allowed to work on school premises at any time after having been convicted of a sex offense subject to

- any Sex Offenders Registration Act or the federal sex offender registration provisions.
2. Dismiss or not reemploy, unless a pardon has been issued, any teacher, support employee or administrator who, during the term of employment, is convicted of any sex offense subject to the sex offenders registration act of any state or the federal sex offender registration provisions or who is convicted of any felony offense.

The board understands that it is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person to knowingly and willfully allow such employment. Upon conviction, the violator shall be guilty of a misdemeanor and may also be liable for civil damages.

### **Criminal History Record Check**

#### General

Pursuant to 70 O.S. § 5-142, the district shall request a national criminal history record check for any person seeking employment with the school. The prospective employee shall be notified of this requirement at the time of interview. Additionally, the district may initiate such a check of any current employee, in writing, to the State Department of Education.

For the criminal history record check, the prospective employee will be required to furnish his/her fingerprints to the Oklahoma State Bureau of Investigation (OSBI) and must pay to the OSBI the cost of the records search up to \$50.00.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the criminal history record search results. By law, the temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history record check. The sixty-day employment period shall begin on the first day the prospective employee reports for duty at the employing school district.

If the applicant is offered permanent employment following the review of the records search, the OSBI search fee, if any, will be reimbursed up to a maximum of \$50.00.

#### Substitute Teachers

In the case of substitute teachers, the teacher shall not be required to provide more than one criminal history record search each year. If the substitute teacher teaches in more than one school district, this district shall share the results of the teacher's search to another district upon request.

In the event a substitute teacher has taught in the district the previous year, the board may choose whether to require a national criminal history record check from that teacher for the current school year.

Any person employed as a full-time teacher by a school district in this state in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

The Hinton Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check shall be conducted of all prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's request through the superintendent, to the State Department of Education.

Any person applying for employment as a substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the produces a copy of a nation criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

If the applicant for the employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the felony records search results. The temporary employment of the prospective employees shall terminate after sixty (60) unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

## **DRUG/ALCOHOL USE STRICTLY PROHIBITED**

**200.07**  
**(1 OF 3 PAGES)**

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Student and employee safety is a paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the board of education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances by an employee while in performance of his/her job functions. Nor shall the board tolerate the use of, or being under the influence of, alcohol by an employee while in performance of his/her job functions. Any employee who violates this policy will be subject to disciplinary action which may include employment termination.

Employees and applicants will be drug screened/tested in compliance with state and federal law. Generally, testing/screening applies to employees who are in “safety-sensitive” positions. “Safety sensitive” is defined as a position in which the employee transports students or other district personnel, such as bus drivers and student activity sponsors and/or an employee who is responsible for the transport of hazardous materials. Those employees to whom testing applies will be given the district’s testing procedures and will be required to sign a consent form for any such screening/testing. Random testing of employees in safety-sensitive positions will occur from time to time.

The district may also test employees upon reasonable suspicion of the use of drugs or alcohol. Reasonable suspicion involves a judgment made regarding the employee’s behavior, appearance, speech, body odor, or evidence found or reported and may be based on circumstances either directly observed or particular incidents which may indicate such suspicion.

Drug/alcohol testing will be required when an employee in performance of a safety-sensitive function either contributes to or cannot be completely discounted as a contributing factor to an accident in which there is a loss of human life or where the driver received a citation under state or local law for a moving violation arising from the accident.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute arrest and/or conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment elsewhere. Such notification must be made by the employee to the superintendent no later than five days after arrest and/or conviction. The superintendent will provide notice as necessary to the Impact Aid Program, United States Department of Education, or other appropriate government agency after the superintendent receives such notification.

Following receipt of the above notification, the district will take appropriate disciplinary action which may include the initiation of statutory procedures for suspension, demotion, termination or nonreemployment, and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program at the employee’s own expense.



## **DRUG/ALCOHOL USE STRICTLY PROHIBITED**

**200.07**  
**(2 OF 3 PAGES)**

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In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school 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, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect that area or place or object will be further searched by designated school personnel.

No student, employee, or others person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

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. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Paternal or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

## **DRUG/ALCOHOL USE STRICTLY PROHIBITED**

**200.07**  
**(3 OF 3 PAGES)**

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Each employee will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The board of education 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. Any such treatment will be rendered at the employee's own expense.

When it is evident or reasonably suspected that a staff member has consumed alcoholic beverages and/or drugs on or off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in the school activity. Staff members who violate this regulation will be subject to the same penalties when consumption is off school property as those for possession or consumption on school property.

The board of education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

## SMOKING/TOBACCO USE STRICTLY PROHIBITED

200.08  
(1 OF 3 PAGES)

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The Board of Education recognizes that the use of tobacco or simulated tobacco product has been shown to be linked to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking chewing or any other use of tobacco or simulated tobacco product or vapor product by staff, students and members of the public is prohibited on, in or upon any school property at all times.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:
  - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages
  - B. All school grounds which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - C. All vehicles used by the 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 manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking.
3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/ without nicotine.
4. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
5. "Staff" includes, but not limited to, full-time, part-time, and contract employees.
6. "Vapor product" shall mean non-combustible 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 an any vapor cartridge or other container of a solution , that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

## **SMOKING/TOBACCO USE STRICTLY PROHIBITED**

**200.08**  
**(1 OF 3 PAGES)**

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Signs will be posted in prominent places on school property to notify the public or other use of tobacco products or simulated tobacco products or vapor products is prohibited.

Students are also prohibited from possessing tobacco or simulated tobacco products or vapor products on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products or simulated tobacco products or vapor products, the tobacco product or the simulated tobacco product or vapor products will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

**SMOKING IN PUBLIC PLACES ACT**

All persons, including all employees, shall comply with the Smoking in Public Places Act, 70 O.S. § 63-1-1521 to 1527, which prohibits smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the school buildings and on the school grounds of by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours from 7:00 a.m. to 4:00 p.m., during the school session or when class or any program established for students is in session.

Employees are strictly prohibited from smoking or using any other form of tobacco product on school property *at any time*. Violation of this regulation will result in disciplinary action.

BOE APPROVED UPDATE 07/22/19

The board of education is strongly committed to providing a safe environment for staff and students in relation to communicable diseases. Medical evidence indicates that Acquired Immune Deficiency Syndrome ("AIDS") is a communicable disease. This policy governs the procedures and regulations of this school district when dealing with an employee who has been identified by a competent medical authority to have AIDS, AIDS Related Complex ("ARC"), tests positive for AIDS antibodies or has any other life threatening communicable disease capable of being transmitted in the school environment (referred to herein as "Other Life Threatening Communicable Diseases").

This policy will ensure confidentiality and nondiscrimination. No employee will be dismissed or have his/her contract not renewed merely because he/she has AIDS, ARC, antibodies for the AIDS virus or Other Life Threatening Communicable Diseases.

Upon identification of the employee by a competent medical authority as having AIDS, ARC, antibodies for the AIDS virus or Other Life Threatening Communicable Diseases, the following procedures will be observed:

- The superintendent shall immediately request the employee to provide a comprehensive written statement from the employee's personal physician regarding the employee's current health condition. It shall be the duty of each employee to provide such information to the superintendent. Willful failure to do so may lead to dismissal or non-renewal of an employee's contract.
- Any decision regarding the employee's status shall be based upon the best medical evidence available. The superintendent of schools or his designee, the employee and the employee's personal physician and a district appointed medical officer (a medical doctor or doctor of osteopathy) shall meet and confer to determine the extent to which reasonable accommodation of the employee may be necessary due to the employee's condition. Unless the medical experts are of the opinion that the employee's condition could reasonably present a hazard of infection to students or other employees, the employee will be permitted to continue the employee's usual duties. If the employee's condition could reasonably present a hazard of infection to students or other employees, the school district will consider assigning the employee to other available duties for which the employee is qualified at no reduction in pay.
- The employee is required to provide the superintendent of schools with periodic written comprehensive reports from the employee's personal physician as to the employee's current health condition. The frequency of such reports will be determined in each case by the medical representatives of the employee and the School District.
- Any employee may apply for and be granted a leave of absence without pay when approved by the superintendent of schools, upon the advice of the employee's personal physician and, when deemed appropriate, a district medical officer.
- An employee may request and be granted return from a leave of absence without pay when approved by the superintendent of schools upon the advice of the employee's personal physician, and, when deemed appropriate, a district medical officer.

- Confidentiality requirements regarding information about any employee infected with AIDS, ARC, antibodies for the AIDS Virus or Other Life Threatening Communicable Diseases shall be respected.

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

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

### General Prohibitions

#### 1. Unwelcome Conduct of a Sexual Nature

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

#### 2. Sexual Harassment

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

- A. Submission to the conduct is made either an explicit or implicit condition of employment;
- B. Submission to or rejection of the conduct is used as a basis for employment decision affecting the harassed employee; or
- C. The conduct substantially interferes with an employee’s work performance, or creates and intimidating, hostile, or offensive work environment.



Specific Prohibitions

1. Administrators and Supervisors

A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

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

2. Non-administrative and Non-supervisory Employees

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

Report, Investigation, and Sanctions

1. It is express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is alleged offender. In which case, the complaint shall be referred to the board president.

B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individuals work performance or creates a hostile or offensive working environment.

C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

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

3. will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
  
4. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

**SEXUAL HARASSMENT FORM**

To: \_\_\_\_\_ Board of Education

From: \_\_\_\_\_ (Grievant's full name)

Grievant's relationship to the school district:

\_\_\_\_\_ Student \_\_\_\_\_ Vendor

\_\_\_\_\_ Classification \_\_\_\_\_

\_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

\_\_\_\_\_ Job title \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name(s) and title(s) of the individual(s) you believe sexually harassed you: \_\_\_\_\_

Date, Time, place, and location of incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use reverse of this form or attach additional sheets if necessary.

Please list any witness(es) to the above-described incident(s): \_\_\_\_\_

I certify that I have completed this report to the best of my ability. The information I have provided is a true and accurate account which is correct and complete to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(If under 18, parent must sign as well.)

\_\_\_\_\_

Employees of the District are generally not allowed to leave the school premises with any property of the school district. Such property includes, but is not limited to, computers and associated peripheral devices, computer software, office equipment, office supplies, machinery, tools, furniture, etc.

However, in limited circumstances, exceptions to this rule may be made by the Superintendent. Exceptions to this rule will be made on a case-by-case basis. Exceptions will only be made when the employee sufficiently demonstrates to his/her Superintendent that allowing school property to be used off-premises will enhance or promote the educational opportunities of the students. Under no circumstances will school property be allowed off-premises for the personal use and/or gain of the employee.

Any employee wishing to have exception made to this rule must submit a Property Check-Out Request form (available in the Superintendent's office) to his/her Superintendent not later than the beginning of the school day prior to the day when the property is to be checked out. The Superintendent will review the request and inform the employee of the decision. In the event that the Superintendent is not available at the site to make the determination, no property will be checked out until the Superintendent returns and can review the request.

Under no circumstances will property be checked out for more than five (5) days at a time. In the event that an employee wishes to check out the same property at the end of five days' time, the employee must first return the property to the district and then re-submit a Property Check-Out Request form. At that time, the employee must be able to justify the need for continued use of the school property before said property will be checked out.

Upon return, the property must be in the same condition as it was when checked out. If an employee damages or causes the loss of any checked-out property, the employee shall be liable for repair or replacement costs of the damaged property.

Checked-out property is merely on loan to the employee and at all times remains the exclusive property of the district. In the event an employee in the possession of checked-out school property is dismissed or resigns, any checked-out property is to be returned immediately to the appropriate site. If said property is not returned within 24 hours of termination or resignation, the district will initiate court proceedings against the former employee for return of the property or for the property's replacement value, plus damages.

## **EMPLOYEE USE OF SCHOOL VEHICLES**

**200.12**  
**(1 OF 1 PAGES)**

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Individuals who are provided a school vehicle must maintain a mileage and expense record to be turned in monthly to the transportation director.

All out of town trips will be logged, with the purpose of trip, mileage of trip, and gasoline usage information.

These vehicles are to be used only for school business as related to the individual position and not to be used for personal trips.

The maintenance mechanic is to be contacted periodically and will service all of these vehicles.

The Board of Education may permit the use of school owned vehicles for specific community activities. Such application must be made in writing through the office of the superintendent.

The District will reimburse employees who have been required to travel during work hours or at the request of the district for their mileage at the rate set by the board for the current school year. Reimbursement will also be made for expenses incurred by an individual employee on behalf of the district, and at the direction of the district. A purchase order with the building principal and the superintendent's prior approval must be on file before any remuneration will be made. Reimbursement will be made on approval by the board of education after proper presentation of supporting documentation.

**Rules Governing Requests for Reimbursement:**

- Requests must be made within 30 days after the travel. No request will be allowed after the end of the fiscal year in which the travel occurred.
- Reimbursements will be made only for the actual amount of out-of-pocket expenses paid by the employee. Reimbursement for such expenses made for non-overnight travel shall be taxable income to the employee, per IRS regulations.

**To obtain reimbursement for travel expenses, the employee must:**

- Request and complete, prior to travel, a purchase order from the building principal through the superintendent's office with an estimated cost of travel.
- Prepare a memo to the board with attached purchase order accompanied by receipts and travel claims. Insufficient documentation will result in denial of claims.
- At the board meeting following submission of documentation, the board will consider the reimbursement request and authorize the treasurer to issue a warrant for the amounts deemed appropriate by the board. Any decision to reimburse or deny reimbursement is solely within the board's discretion and such decision is final.

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employees travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel.

- The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expense will be reimbursed at actual cost for a single occupancy room not to exceed to \$85.00 per night.
- Documented meal costs will be reimbursed in an amount not to exceed \$10.00 per meal or \$25.00 per day when appropriate receipts are provided. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. If overnight travel is not involved and/ or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.
- Expenses for registration, parking, toll charges, and similar expenses will be reimbursed

- when documented by receipt or notarized affidavit.
- School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. If a school gasoline credit card is used, mileage, will not be reimbursed. Mileage expense will be reimbursed at 34.5 cents per mile using the most recent map available when a school gasoline credit card is not used.

**Claim forms for travel expenses are available in the building administrator's office. The forms will be approved in the respective building and hand-delivered to the business office for payment.**

## ADVERTISEMENT ON SCHOOL PROPERTY

200.14  
(1 OF 1 PAGES)

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Only advertising and promotional materials which contribute significantly to the instructional program or general community betterment may be posted, distributed on a school district property. All income and benefits should be deposited in a school district account.

All materials to be displayed or distributed on school owned property, including school buses, must be approved by the board of education or administration at the direction of the board of education.

The following guideline will be considered:

1. Only when advertising and promotional materials will contribute significantly to the instructional program or general community betterment may they be posted, distributed, or used in the schools.
2. Advertisers must remove any discarded, outdated, or irrelevant advertising material.
3. Students are not to be used as agents for the distribution of materials without the written consent of each student's parent or guardian.
4. Students will not be compelled or coerced to accept or use materials advertised.
5. The board reserves the use of school time, personnel, and resources for school functions.
6. Advertising materials must be displayed in a manner that is non-intrusive to the regular functioning of the school facility or vehicle.

No materials may be posted, distributed, or displayed on school property which:

1. Attack any ethnic, religious, or racial group;
2. Promote hostility, disorder, or violence;
3. Are libelous, invade the rights of others, or inhibit the functioning of the school or advocate interference with the right of an individual or with the normal operation of the school;
4. Are obscene or pornographic as defined by prevailing community standards.



## **DISTRIBUTION OF CAMPAIGN LITERATURE**

**200.15**  
**(1 OF 1 PAGES)**

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The distribution of campaign literature upon school premises shall be strictly prohibited. This includes all campaign literature relating to public office for local, county, state and federal elections.

The superintendent and the school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - A. Teachers may not list current students as “friends” on networking sites.
  - B. All e-contacts with students should be through the district’s computer and telephone system.
  - C. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - D. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
  - E. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

The superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the school principals and superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

Employees who engage in any of the above prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct.

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**STAFF-STUDENT COMMUNICATIONS  
PARENT/GUARDIAN NOTIFICATION AND PERMISSION FORM**

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Dear Parent/ Guardian:

At the beginning of this school year we are sending notice that our staff has been directed not to communicate with students via telephone, email, instant message, or Internet website without specific written permission from a parent or guardian. Attached is a permission from that you may utilize to grant permission for school employees to contact your child outside of school hours. Please feel free to contact school administration regarding any violations of this policy.

Sincerely,  
Administration

I, \_\_\_\_\_, authorize \_\_\_\_\_ Public Schools to communicate with my child, \_\_\_\_\_, outside school for issues related to \_\_\_\_\_.

I approve communication through the following methods (check all that apply)

\_\_\_\_\_ Home telephone \_\_\_\_\_  
\_\_\_\_\_ Cell phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Social Networking \_\_\_\_\_

\_\_\_\_\_ I do not authorize \_\_\_\_\_ Public Schools or its staff to communicate with my child outside of school. Please contact me to relay the information to my child.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Parent/ Guardian

**SELLING, MERCHANDISING & SUPPLEMENTAL OCCUPATIONS**

**200.17  
(1 OF 1 PAGES)**

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Selling or merchandising of materials used in the educational program by employees within the school district may create problems for the teacher and/or the Board of Education and the school system. Such merchandising or selling is therefore prohibited, with full understanding that the best interest of the school system will take precedence in any interpretation of this policy.

Supplemental occupations, if engaged in by school employees, shall not encroach upon the time the employee owes to the school system.

The board has discretion to approve or disapprove requests for leaves of absence, depending on whether the request complies with the following policy and according to what is in the best interests of the district. Any leaves of absence without pay shall be granted only after the employee has worked in the school district for at least three consecutive years as a full-time contract employee, except for involuntary military service.

Extended leaves of absence for the following reasons may be granted for one year if approved by the board and may be renewed if approved by the board upon written request:

- Personal illness
- Caring for sick member of immediate family
- Involuntary Military service
- Further study
- Other reason(s) as determined appropriate by the board

Employees failing to meet the provision of a specific leave shall not be entitled to reinstatement. Requests for reinstatement or extension of an unpaid leave of absence must be filed with the Superintendent on or before March 15<sup>th</sup> for the following contractual year. An employee failing to submit a request for reinstatement from an extension of a leave of absence terminates employment with the Board of Education at the expiration of the leave.

Upon return from leave of absence, the employee will be returned to a substantially equivalent position for which he/she may be qualified, if such a position exists. However, the board cannot guarantee that the employee will be placed in the same position which he/she left.

An employee on leave granted by the Board will retain all those privileges of employment attained prior to the leave. However the period shall not be applied to “time in service” as is applicable to the provisions of Title 70 O.S., Section 6-122. If an employee must request leave to commence during the course of a school year, only that “time in service” so completed will be applied to the employee’s record.

*Unpaid Leave of Absence for Personal Illness:* Requests for leaves of absence for personal illness, requests to return from such leaves, or requests to extend such leaves must be accompanied by a physician’s statement.

*Unpaid Leave of Absence to Care for Sick Family Member:* Requests for leaves of absence to care for a sick member of immediate family must be accompanied by a physician’s statement.

*Unpaid Leave of Absence for Further Study:* Leaves of absence for further study may be granted for approved courses of study for not less than 15 hours of credit for the school year. Employees failing to comply with this requirement will not be entitled to leave of absence benefits. Courses of study must be approved in advance by the Superintendent. Requests for leaves of absence for further study submitted after April 25<sup>th</sup> will not be considered.

In accordance with state law, the total creditable service of a member who retires or terminates employment and elects a vested benefit shall include not to exceed one hundred twenty days of unused sick leave accumulated during the employee's membership with the Teacher Retirement System. The total one hundred twenty days shall include what is in the retirement sick leave bank and what is in regular sick leave.

To clarify the difference between the two types of leave mentioned above, the board has established a retirement sick leave bank for the purpose of accounting for unused sick leave days which may be used for retirement purposes subject to the approval of the Teacher Retirement System of Oklahoma. The term "unused sick leave days" is defined as those sick leave days for which an employee does not receive credit after the maximum sixty days of sick leave have been accumulated. Unused sick leave days as defined herein shall be deposited in the retirement sick leave bank.

The board will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The board will account for and certify unused sick leave days for each year for which an employee has exceeded sixty days of accumulated sick leave. This provision applies only to employees who participate in the Teacher Retirement System and who have accumulated the maximum sixty days of sick leave.

Upon retirement, accumulated sick leave days and the unused sick leave days in the retirement sick leave bank may be certified to the Teacher Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for each twenty days of accumulated service.

The District will comply with the requirements of the Family and Medical Leave Act of 1993 (the "FMLA"), Public Law 103.3. The FMLA requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees.

"Eligible employees" are employees who have been employed by this District for at least one year; and have worked at least 1,250 hours during the previous twelve-month period and who have requested leave for a reason covered by the Act.

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid sick, vacation and personal leave combined during any year. The "year" is defined as the 12-month period measured from the first day teachers are required to report to work for the current contract year. Following are allowable reasons for FMLA leave:

- For the birth of a child and to care for such child, or placement of a child with an employee for adoption or foster care;
- To care for a spouse, child or parent with a serious health condition; or
- For a serious health condition of the employee that makes the employee unable to perform his/her job functions.

"Serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. The term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. The term *does not cover* short-term conditions for which treatment and recovery are very brief. Such conditions are normally covered by the District's sick leave policy.

#### Application for FMLA Leave

An employee requesting leave must complete an "Application for Family or Medical leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application can be obtained from the office of the Superintendent.

The application for leave must be submitted at least thirty (30) days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than thirty (30) days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

The District shall require FMLA leave to be taken concurrently with the employee's accrued paid sick leave.

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If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA).

In order for district school employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 work weeks during the current or preceding calendar year.
2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and
3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parents who suffers from a severe health condition; or
3. For a serious health condition the employee is experiencing.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave and maternity leave. Such sick leave, maternity leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 work weeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with concurrence of the district. The employee must provide 30 days of advance notice or as many



days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member or the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same while on leave.

#### Leave Based on a Serious Health Condition

A "Medical Certification Statement" must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition the certification must state that the employee cannot perform the functions of his or her position. Likewise, when the employee is prepared to return to work he or she must provide certification by his or health care provider that the employee is able to resume work. The District reserves the right to require the employee to obtain a second medical opinion at the District's expense. If the opinions of the first and second health care provider differ, the District may require a third opinion from a health care provider mutually agreed upon by the District and the employee. The third opinion shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more than every thirty (30) days unless the employee: (1) requests an extension of leave; (2) changed circumstances occur regarding the illness of injury; or (3) the District receives information that casts doubt on the validity of an existing certification.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will be needed.

#### Intermittent Leave or Leave on a Reduced Schedule

An employee may request to use available leave intermittently or on a reduced schedule. Where leave is requested in connection with a serious health condition of the employee or his or her immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a

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request for leave and must submit the medical certification required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, applicants for intermittent leave or leave on a reduced schedule must obtain and complete a request for leave and must submit the medical certification required. Such leave may only be taken with District approval.

In either instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, the employee must try to schedule the leave so as not to unduly disrupt the District's operations. In the event the employee takes intermittent leave or reduced schedule leave the District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than twenty percent (20%) of the total number of working days in the period during which the leave would be used, the District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced schedule does not give proper notice as required the District may deny the taking of leave until thirty (30) days after notice was provided, or may require the employee to take leave for either a "particular duration" or accept an alternative position.

#### Leave Taken Near the End of an Academic Term

If an instructional employee begins any type of covered leave more than five (5) weeks before the end of a term, and if the leave will last at least three (3) weeks and the employee would otherwise return to work during the three (3) weeks before the end of the term, the District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the five (5) weeks before the end of the term, and if the leave will last more than two (2) weeks and the employee would otherwise return to work during the last two (2) weeks of the term, the District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last three (3) weeks of the term, and if the leave will last more than five (5) working days, the District may require the employee to take leave until the end of the term.

For the purposes of this Policy, the word "term" means the first term or Fall semester term of each academic year and the second term or Spring semester term of each academic year.

#### Insurance

During a period of family or medical leave, an employee will be retained on the District's medical insurance plan under the same conditions that applied before leave began. In order to continue

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medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance or any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

#### Reinstatement to Former Position

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the District. A highly compensated employee is one who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's work site. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the District.

An employee who is ready to return from leave must complete a "Notice of Intention to Return from Family or Medical Leave" before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event, notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return.

#### Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

Interpretation of Act

The District intends to remain faithful to the requirements of the Act. Questions regarding the interpretation, administration, and application of the Act to eligible employees shall be resolved by reliance on the FMLA and its interpretative regulations. Where relevant, the District will also consider its policies, rules, practices, and negotiated agreements.

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

The board of education will consider disability because of pregnancy or childbirth in the same manner as any other disability is considered. Therefore, if an employee desires parental (maternity/paternity) leave, the employee shall so advise the superintendent in writing of her/ his intentions; the date the leave is to commence; whether long-term or short-term leave is desired, and the date of return.

Long-term leave is an extended leave of absence without pay which does not include or affect regular sick leave.

Short-term leave involves the use of regular sick pay and is leave with pay up to the exhaustion of sick leave.

1. Requests for parental leave must be submitted in writing.
2. Pregnant employees are required to furnish a doctor's statement as to their physical well-being and ability to continue employment.
3. Pregnant employees are required to furnish a doctor's statement as to their well-being and ability to return to employment following delivery.
4. Employees may be requested to provide an "intent" statement as to whether or not they intend to return to employment following the birth of their child.

The board of education shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the Commissioned Corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and RE-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating without loss of pay during the first 30 days of such leave.

### Reemployment Rights

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth in these regulations and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless otherwise impossible or unreasonable. Oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is for a period greater than 31 days or is for the purpose of taking a fitness –for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee’s residence plus eight hours.

If the service is greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service. These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two-year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee’s control.

An employee with less than 91 days of service will be immediately reemployed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service is qualified. If the employee is not and cannot become reasonably qualified for the same position, a position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

Refresher training or “update” training will be provided if appropriate and necessary. If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under these regulations are entitled to participate in any benefits available to employees on non-military leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under these regulations will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

**Health Insurance Coverage**

If requested, the school district will maintain health insurance coverage on the employee (and the employee’s family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee’s family) may choose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

The Hinton Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories as required by law will be provided for employees to be absent when necessary. Leave categories will include sick leave, personal business leave, emergency leave, jury duty leave, and military leave.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

**Deductions for Unpaid Authorized Absences**

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the Superintendent.

If unpaid leave is granted by the Superintendent, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

**Notification of Leave Accumulation**

During the first two weeks of the school year, the board will advise each employee, in writing, as to the number of leave days accumulated as of July 1 of that year. After July 1, an employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee



**PERSONNEL LEAVE PROGRAM**

**200.23**  
**(1 OF 1 PAGES)**

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In order that the maximum benefits may be provided to all employees in time of valid need, it is imperative that controls be exercised to avoid the misuse of sick leave.

An 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/her absence in order to qualify for sick leave benefits.

Appropriate evidence may include the following:

- A physician's statement endorsed by the employee.
- The employee's statement endorsed by the principal or immediate supervisor.
- Copies of claims submitted for insurance benefits.
- Other information as may be warranted by the circumstances.

Appropriate evidence will be submitted as indicated when requested by the principal or superintendent, when sick leave is claimed on days immediate prior to or following holidays and/or when sick leave is claimed on days of unusual or inclement weather.

The district provides benefits established under the Oklahoma Workers Compensation Act to all school district employees who are injured in on-the-job accidents.

All regular employees who are injured in on-the-job accidents shall receive statutory benefits as may be required under the Act.

Employees of the public schools of this state who suffer job-related injuries which qualify for temporary total disability benefits under the Workers' Compensation Act, Section 1 et seq. of Title 85 of the Oklahoma Statutes, may utilize accumulated sick leave or personal leave on a prorated basis as follows:

- At the option of the employee, temporary total disability benefits shall 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 or personal leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to the injury;

Any employee injured while on duty must report the injury to the school business office within ten (10) days.

The Board believes that the safety of district employees is of primary concern. Any employee who is harmed or threatened with harm is to notify his/her principal immediately so that steps to properly address the issue may be taken pursuant to 21 O.S. § 1376, which governs a district's authority to order non-students to leave the institution and 21 O.S. § 650.7, which governs assaults on school employees and students. Upon notification, the principal will consult the superintendent, who will determine the action to be taken as a result of the incident. The employee will be informed of any action taken.

Every school site will post prominently a sign notifying students, patrons and employees that felony charges may be filed against any person committing an aggravated assault or battery upon any school employee.

Principals at each site will make diligent efforts to ensure that parents or patrons with grievances do not confront employees by phone or in person while the employees are performing their job duties. Rather, the principal at each site will attempt to arrange a conference between parents or patrons and the affected employee in a neutral location such as the principal's office or a conference room.

**ASSAULTS ON EMPLOYEES**

It is the policy of the Hinton Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his duties as a school employee or student. The following statement will be posted in at least one prominent location at each school site:

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

School employee is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

The Board of Education recognizes that 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 or custodial work or the administration of emergency first aid.

#### Exposure to Body Fluids

1. The superintendent will direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials.
  - a. Any employees so identified will be offered Hepatitis B vaccinations at district cost.
  - b. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.
2. School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses.
  - a. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure.
  - b. Information such as employee's ability to receive the Hepatitis B vaccine must be supplied to the employer.
  - c. All diagnoses shall remain confidential.

#### Cleaning and Disposal of Body Fluids

The following guidelines and procedures for cleaning and disposal of body fluids are established for the protection of all personnel and shall be followed when cleaning up and/or disposing of body fluids, and/or when providing first aid. The term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge. Body fluids of all people should be considered to contain potentially infectious agents (germs, bacteria or viruses).

1. All personnel shall wear disposable latex gloves during the cleanup and disposal of any of the body fluids listed above. After any material is removed and disposed, the gloves shall be destroyed or disposed.
  - a. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
    - i. Use hot water and liquid soap with vigorous washing under running water

- for at least 10 seconds.
  - ii. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
  - iii. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.
  - iv. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands if soap and water are not available following the cleanup.
2. Materials used in the cleanup of body fluids or suspected body fluids shall be sealed in a plastic bag and discarded in appropriate trash containers.
    - a. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded.
    - b. Other non-disposable cleaning items such as mops, towels, buckets and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.
  3. Personnel shall use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
  4. Sanitary absorbents may be used to clean spilled body fluids.
    - a. The absorbent should be swept up or vacuumed.
    - b. Carpets should be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags shall be sealed in a plastic bag for disposal.
    - c. Brooms, dustpans and vacuum brushes shall be washed in a solution of one part bleach to ten parts water.
  5. Any liquid disinfectant used in cleaning floors, equipment or materials shall be discarded in a suitable and appropriate sewage drain.
  6. Clothing, towels and similar cleaning equipment or materials shall be washed in hot, soapy water with one-half to one cup of bleach added to the wash water.
  7. Careful hand washing is the single most effective method of preventing the spread of contagious diseases. Hands shall be washed in hot, soapy water before and after any cleanup operation, whether or not gloves have been worn.

It is the policy of the Hinton Board of Education that no teacher shall be paid less than the state schedule. Extra duties will be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the board of education.

All teachers shall be paid not later than the 30<sup>th</sup> day of each month. If the 30<sup>th</sup> falls on a weekend or a holiday, teachers shall be paid on the last preceding school day.

All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.

The board shall also provide for a staff leave program and reimbursement of approved expenses.



**SALARIES AND EXPENSES**

**200.28**  
**(1 OF 1 PAGES)**

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The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 424.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize 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 caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver 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 caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. 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 caregiver, unless the student is the child or in the legal custody of the employee.

The 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. Employee may be subject to termination or non-re-employment.

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.

**SECTION 300**  
**ADMINISTRATORS**

Contracts for certified administrators run from July 1<sup>st</sup> through June 30<sup>th</sup> of the fiscal year.

Specific employment details may be found in each individual administrator's contract.

Except for the superintendent of schools, who shall be evaluated by the board of education, all certified and non-certified administrators shall be evaluated annually by the certificated personnel designated by the superintendent. All evaluations shall be made in writing on the district-provided form.

The board of education shall evaluate and complete the evaluation form for the superintendent of schools as per the provisions contained in the superintendent's employment contract.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The evaluator may omit any criterion or indicator on the evaluation form deemed non-applicable to the particular administrative position being evaluated by marking "n/a" on the area affected of the form.

The general areas of administrative effectiveness shall include the indicators which are included in the Oklahoma Minimum Criteria for Effective Administrative Performance or other minimum criteria developed by the State Board of Education and any supplemental indicators which are included on the approved evaluation form.

This policy and the most current evaluation form utilized to effectuate this policy shall be made available upon request to all persons subject to this policy.

Nothing in this policy shall require as a condition precedent to dismissal of any administrator that a prior written evaluation be made of the administrator; provided, however, no action to nonreemploy a certified administrator shall occur without a written evaluation of the administrator.

Pursuant to 70 O.S. § 6-101.11, whenever the board of education shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position within the school district should be effected, the administrator shall be entitled to the following due process procedures:

- A written statement shall be submitted to the administrator prior to the dismissal or nonreemployment which states the proposed action, lists the reasons for effecting the action and notifies the administrator of his/her right to a hearing before the board of education prior to the action; and
- A hearing before the board of education shall be granted upon the request of such administrator prior to the dismissal or nonreemployment. A request for a hearing shall be submitted to the board of education not later than ten days after the administrator has been notified of the proposed action.
- Failure of the administrator to request a hearing before the board of education within ten days after receiving the written statement shall constitute a waiver of the right to a hearing. No decision of the board of education concerning the dismissal or nonreemployment of a full-time certified administrator shall be effective until the administrator has been afforded due process as specified in this policy. The decision of the board of education concerning the dismissal or nonreemployment, following the hearing, if requested, shall be final.

Administrators may be suspended pursuant to the requirements of 70 O.S. § 6-101.14.

**SECTION 400**  
**TEACHERS**

## CONTRACTUAL INFORMATION

**400.01**  
**(1 OF 1 PAGES)**

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It is the policy of the Hinton Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be file with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the board of education.

All teachers shall be paid not later than the 30<sup>th</sup> day of each month. If the 30<sup>th</sup> falls on a weekend or a holiday, teacher shall be paid on the last preceding school day.

All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.

The board shall also provide for a staff leave program and reimbursement of approved expenses.



## **CERTIFICATION**

**400.02**  
**(1 OF 1 PAGES)**

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It is the responsibility of the employee or prospective employee to provide the district with official evidence of a valid license or certification, including initial certificates and licenses.

Until the evidence of valid certification is on file with the school district, complete processing of applications will not take place, teaching contracts cannot be executed, and employment recommendations cannot be made to the board of education.

Applicants may be permitted to perform services as a non-certified substitute teacher at the current substitute pay rate. Employment as a substitute teacher will be for a period of time not to exceed that set by state law. (See policy DPB) After expiration of this time limit, no further professional services may be provided by the applicant during the current school year until official certification is on file with the district and an employment contract is executed.

Contract salary payment can be retroactive only to the date of the certificate.

It is the policy of the Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations. The board believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities shall include, within budgetary limitations, special in-service training courses and workshops as recommended by a professional development committee and/or the board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job related stress.

The professional development committee shall be composed of classroom teachers, administrators, and parents, guardians, or custodians of children in the district. A majority of the committee shall be composed of classroom teachers who will be selected by a designated administrator of the district from a list provided by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. The administrators shall be selected by the administration and the professional development committee. At a minimum, once every four years the committee shall include at least one school counselor in its membership.

When classes are dismissed for that purpose, teachers are expected to attend professional meeting or forfeit one day's pay for each day of the meeting unattended unless an emergency exists.

The board may authorize the attendance of teachers at educational conferences and may reimburse travel and lodging expenses. Authorization to attend shall be obtained from the board prior to the activity date. Written requests shall be submitted to the superintendent who will forward the request to the board.

Academic freedom is essential to the fulfillment of the purposes of the District. Teachers will be protected from censorship or restraint that unreasonably interfere with their obligation to expose students to controversial issues and to help students express their own ideas on such issues.

The teacher's responsibility should be to show objectivity to ensure that various sides of controversial issues are given. To carry out this responsibility a teacher should be well informed in the areas being studied. It is recognized that any teacher has the right to have his/her own point of view and to express that view, but the teacher also has the responsibility to tell students that the statement is his/her own viewpoint.

However, a public school must guard its environment from disturbing influences which might tend to inhibit learning. For this reason, individuals not involved in the teacher-learning process within the school must follow established procedures in making school contacts.

Final approval and/or right of refusal for any curricular area shall remain with the administration.

The District sick leave policy provides that certified personnel may be absent from their duties due to personal illness, accidental injuries, maternity, or illness in the immediate family without the loss of salary, for a period not to exceed their accumulated sick leave.

Note: The term “immediate family” has been defined as those close family members such as a spouse/partner or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law or father-in-law.

Sick leave will accrue at a rate of 10 days per school year. The right to sick leave shall vest at the beginning of the school year. 11-month employees shall accrue 11 days per school year, and 12-month employees shall accrue 12 days per school year. Teachers transferring from other school districts in Oklahoma may also transfer in their accumulated sick leave.

Accumulated sick leave will be reduced one day for each day the teacher is absent for reasons covered by the sick leave policy. Unused sick leave shall be cumulative up to sixty days and can be transferred to another district within the state of Oklahoma where the teacher is employed the next succeeding school year, provided that the number of days transferred shall not exceed the maximum days permitted by the receiving school district and that such transferred days shall be used first in case of illness and, provided further, that if the receiving district pays the teacher for unused sick leave upon retirement or termination of contract, then said payments shall be only for those days accumulated in the receiving district. The school board of the sending school district shall certify the exact number of days eligible for transfer.

Employees retiring must notify the district during that fiscal year whether or not they wish to be paid for their unused sick leave. For retirement purposes, unused sick leave days accumulated exceeding 75 days will accrue to 12 days maximum.

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions of administering this policy.

1. The superintendent or designee shall administer this plan.
2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following.
  - A. Physicians statement endorsed by the employee
  - B. Employee statement endorsed by the principal or immediate supervisor
  - C. Copies of claim submitted for insurance benefits
  - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
  - A. Sick leave claim on days of unusual inclement weather
  - B. Sick leave claim during the last four weeks of employment
  - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends.
  - D. Reasonable cause exists to believe that sick benefits are being abused

7. When a teacher's accrued sick leave and maternity leave are exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy the teacher shall receive full salary less the amount necessary to pay a substitute teacher for a maximum of 20 days.
8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for up to twelve weeks of unpaid leave under the family leave policy.
9. Sick leave benefits may be paid in addition to workers' compensation benefits; however the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to an injury.

**Note: The term "immediate family" has been defined as those close family members such as a spouse or children residing in the same household as the employee. Sick leave may also be taken for life threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.**

## **Emergency Leave**

**400.06**  
**(1 OF 1PAGES)**

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The Hinton School District will provide three (3) emergency leave days above the ten (10) sick leave days. An emergency is defined as: any death or illness outside the immediate family, any urgent matter which cannot be taken care of before, during, or after school, on Saturday or Sunday. Whether or not an actual emergency exists will be up to the Principal and/or the Superintendent. The emergency leave days shall not be chargeable to sick leave and will be noncumulative.

All certified personnel will be provided three district-paid days per school year for personal business leave. Deductions shall be made for the salary of a substitute teacher.

The types of situations that may qualify for personal business leave are varied and include, but are not limited to, the following: Family illness other than immediate family as defined in the sick leave policy; emergency business transactions, such as loan closings; legal matters, such as meetings with an attorney, court appearances, settling of estates; and miscellaneous matters, such as attending business convention with a spouse, attendance at a child's school activity where the child is a participant.

The types of situations that will NOT be approved for personal business leave include, but are not limited to, the following: Pleasure trips or vacations; attendance at a school activity where the child is not a participant; seeking other employment; participating in political or social activities, performing any service for compensation.

Unused personal business leave days do not carry over to the following fiscal year.

Teachers must notify their building principals at least forty-eight hours in advance of taking any personal business leave days. Such notification must be in writing (see principal's office for leave request forms) and on file with the principal's office within forty-eight hours of the requested day off.

In the event of an emergency where the teacher cannot give forty-eight hour written notice to the principal, the superintendent must approve the request. In the superintendent's absence, the assistant superintendent may give approval. In the assistant superintendent's absence, the principal may grant approval.

Personal business leave days cannot be taken on the first or last day of the contract period or on the day before or after a holiday.

Any unexcused personal business leave taken shall result in the teacher's salary being deducted 1/180 for each day missed.



## **BEREAVEMENT LEAVE**

**400.08**  
**(1 OF 1 PAGES)**

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The District will provide a maximum of five (5) days of bereavement leave with pay for each death in the immediate family of certified personnel. These days will be in addition to other leave. Such leave must be approved by the principal and superintendent.

If the teacher has to be absent for a funeral other than immediate family, the absence will be charged to personal business leave. If additional time is needed because of travel or other special considerations, a written request therefor may be submitted. If said request is approved by the principal and superintendent, the additional time will be charged to sick leave.

“Immediate family” for purposes of bereavement leave is defined as the teacher’s spouse/partner, parent or guardian, child, brother, sister, grandparent, grandchild, or each similar relationship as established by marriage.

## **JURY DUTY**

**400.09**  
**(1 OF 1 PAGES)**

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All certified personnel will be granted leave with full pay for jury service. Daily pay received as a juror must be paid to the school district, or an equal amount will be deducted from the teacher's salary. The employee is not required to remit to the district any expense reimbursement.

## **WHEN PAID LEAVE HAS BEEN EXHAUSTED**

**400.10**  
**(1 OF 1 PAGES)**

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If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, 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 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.

## **SCHOOL BUSINESS LEAVE AND PROFESSIONAL DAYS**

**400.11  
(1 OF 1 PAGES)**

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Upon application and approval of the superintendent, teachers may be granted leave to attend professional meetings, school-related workshops, seminars or legal proceedings which may occur as the result of the normal performance of duties by teachers.

Professional days will be designated by the administration. Those teachers not attending a professional day or arranging for a school work day will be docked 1/180 of their total salary for each day missed.

All substitute teachers must be cleared through the administration office before being called to work. A list of substitute teachers cleared for the district is then prepared and distributed to all principals.

The term “substitute teacher” includes all employees hired on a temporary basis to perform duties in the absence of permanent employees. A substitute teacher may be employed as a substitute teacher, a substitute teacher’s assistant, a substitute custodian, a substitute cook or a substitute bus driver.

The principal calls and arranges for a substitute teacher when one of his/her employees needs to be absent. Plans and assignments in the best possible form should be provided for the substitute teacher.

A report of the substitutes teaching is to be made weekly by the principal to the administration office every Friday afternoon and also on the last day of the month. Substitutes are paid the following month for all time worked throughout the last day of the previous month. Substitute teachers are always paid through the administration office and processed through payroll.

The rate of pay for substitute teachers shall be set by the Board of Education and may be changed when teaching salary schedules change at the discretion of the Board.

To qualify as a certified substitute teacher, the substitute must present a current copy of a valid Oklahoma Teaching Certificate to the administration office. Non-certified substitute teachers are limited to teaching ninety (90) total days per school year, not to exceed 20 days per year in the same assignment, as per statute.

In this District, evaluation is defined as a mutual endeavor among certified staff members and the Board of Education to improve the quality of the educational program. The school district and the individual educator jointly accept responsibility for the improvement of efforts to educate the students in the district. All certified staff members are expected to perform well in relation to their job descriptions, statements of objectives and approved performance criteria and the evidence of achievement by staff members.

The certified staff evaluation policy, procedures, criteria, and instruments for all certified employees have been issued in compliance with 70 O.S. § 6-101.10 and any negotiated agreement in place for the current contract year. Details of any particular year's negotiated agreement, if any, regarding teacher evaluations, will be provided.

Evaluations of teachers shall be based upon the Minimum Criteria for Effective Teaching Performance and Standards of Performance and Conduct.

All evaluations shall be in writing and the evaluation documents and responses thereto will be maintained in a teacher and administrator's personnel file.

In the event that any teacher fails to perform his/her assigned duties to the extent that a recommendation for the teacher's dismissal or nonreemployment is being considered, the board shall direct the necessary administrator to follow any and all provisions of the Teacher Due Process Act, where applicable.

Any legislative act, State Department ruling, or court decision which makes any part of this policy unlawful will in no way make inactive the rest of this policy. Only those sections affected will be subject to revision.

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The Hinton Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members including Emergency and Alternatively Certified shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Career teachers shall be evaluated at least once per year except for career teachers receiving a "superior" or "highly-effective" rating under the TLE, who may be evaluated once every two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

During the 2017-2018 school year and after, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the quantitative components of the TLE.

The evaluation shall be reviewed by the staff member and evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses an area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how the improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or non-reemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or non-reemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

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The rating scale for each teacher shall be a 5 point scale, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement and 1 is Ineffective.

The timeline for the evaluation process shall be as follows:

**PROBATIONARY TEACHERS-**

- **FALL OBSERVATIONS**

One observation is required by the final day of the first academic quarter.

A second observation is required by the final day of the second academic quarter.

- **SPRING OBSERVATION AND EVALUATION**

A third observation is required by the final day of the third academic quarter (second semester).

The final evaluation is required before the end of the fourth quarter.

Remember that every observation and evaluation is followed by a face-to-face conference.

Signed, completed forms are presented to the teacher at the end of each conference.

Documentation of signatures may be in a digitized or paper format.

Evaluation forms must have numerical ratings.

**CAREER TEACHERS-**

- Career Teachers are required to have an evaluation before the end of the school year.
  - A minimum of two (2) observations and conferences with face-to-face feedback provided by the teacher are required prior to each evaluation.
  - The teacher is provided with completed and signed observation and/or evaluation forms at the end of each conference. Evaluation forms must have numerical ratings. Documentation of signatures may be in a digitized or paper format.
  - A teacher may request additional observations. (Bullet 1 applies)
  - A principal may provide additional observations to develop or support the teacher's effective performance on the rubric. (Bullet 1 applies)

1. During the first nine weeks of school, each teacher shall do each of the following:
  - A. Determine an academic area of focus for the teacher's students that will guide the other academic measures for the teacher.
  - B. Administer pre-assessment or locate data that can be used as a pre-assessment of the academic area of focus.
  - C. Select another academic focus that will be used to measure the performance of the academic area of focus at the end of the school year (or after instruction for the academic area of focus is complete). Those teachers who receive an individual value added model score because they teach in a grade and subject that has state tests used for calculating individual value added model score may substitute the value added model score (on a 5-point scale) for the other academic measure if they so choose.
  - D. Establish a SMART goal by the end of the first semester for the academic area of focus as measured by the other academic measure. SMART goals are Specific, Measurable, Attainable and Ambitious, Results-driven and Time-bound. SMART goals should be established on a pre-assessment data. Teachers may collaboratively develop SMART goals and 5-point rating scales with peers.



- E. Establish a 5-point rating scale, by the end of the first semester for the SMART goal, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement and 1 is Ineffective.
  - F. By the way of signature, receive agreement from the evaluator on the SMART goal and 5-point rating scale. If the teacher and the evaluator cannot agree on the SMART goal and 5-point rating process, the superintendent shall provide mediation.
2. At the end of the school year (or after instruction for the academic area of focus is complete). All teachers shall consult with their respective evaluators to determine if the SMART goal was reached and what score will be assigned based on the previously agreed upon 5-point rating scale for the OAM. Documentation of student(s) performance should be provided.
  3. Because the results of many OAM are unavailable until after evaluation must be completed for reemployment decisions, other academic measure results will be calculated as 15% of teacher evaluations during the year following attainment.
  4. If a teacher encounters as extenuating circumstance including, but not limited to extended illness, acceptance of a student teacher, natural disaster, flu epidemic, or those situations that materially impact the achievement of the teacher's students after a SMART goal has been agreed upon, the teacher shall be evaluated via the development of a high quality reflective analysis of their student performance and factors that contributed to the teacher's inability to reach expected targets.

The district shall utilize the other academic measure sample worksheet provided by the State Department of Education.

Data shall be collected by the evaluator on an ongoing basis in compliance with the system of evaluation selected by the board of education. This data shall be maintained in an evaluation file for the teacher. Final scored for the other academic measure component shall be determined by the end of the school year.

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The following are Standards of Conduct for Teachers adopted by the Board of Education pursuant to 70 O.S. § 6-101.21:

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

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

A copy of these standards, any amendments to such standards and any standards adopted by the board will be given to each teacher when available and/or before school begins each year. Teachers, in fulfillment of their responsibility to abide by board policy and regulations, are hereby charged with having knowledge of these standards and acting in accordance with them.

#### Principle I – Commitment to the Students

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

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

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

Principle II – Commitment to the Profession

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

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

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

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

Principal III – Teacher Due Process

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

- Willful neglect of duty.
- Repeated negligence in performance of duty.
- Mental or physical abuse to child.
- Incompetency.
- Instructional ineffectiveness.
- Unsatisfactory teaching performance.
- Abandonment of contract.
- Commission of an act of moral turpitude.

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

A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

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

- "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy.
- "Sexual misconduct" means the soliciting or imposing of criminal sexual activity. (70-6-101.22)

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Practice – Teacher Management Indicators:

- Preparation – the teacher plans for delivery of the lesson relative to short-term and long-term objectives.
- Routine – the teacher uses minimum class time for non-instructional routines thus maximizing time on task.
- Discipline – the teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
- Learning Environment – the teacher establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.

Practice – Teacher Instructional Indicators:

- Establishes Objectives – the teacher communicates the instructional objectives to students.
- Stresses Sequence – the teacher shows how the present topic is related to those topics that have been taught or that will be taught.
- Relates Objectives – the teacher relates subject topics to existing student experiences.
- Involves All Learners – the teacher uses signaled responses, questioning techniques, and/or guided practices to involve all students.
- Explains Content – the teacher teaches the objectives through a variety of methods.
- Explains Directions – the teacher gives directions that are clearly stated and related to the learning objectives.
- Models – the teacher demonstrates the desired skills.
- Monitors – the teacher checks to determine if students are progressing toward stated objectives.
- Adjusts Based on Monitoring – the teacher changes instruction based on the results of monitoring.
- Guides Practice – the teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
- Provides For Independent Practice – the teacher requires students to practice newly learning skills without the direct supervision of the teacher.
- Establishes Closure – the teacher summarizes and fits into context what has been taught.

Teacher Product Indicators:

- Lesson Plans – the teacher writes daily lesson plans designed to achieve the identified objectives.
- Student Files – the teacher maintains a written record of student progress.
- Grading Patterns – the teacher utilizes grading patterns that are fairly administered and based on identified criteria.

Student Achievement Indicators:

- Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.

It is the policy of the Hinton Board of Education that professional employees, who for any reason intend to resign or who intend to retire are encouraged to indicate plans in writing to the board as early in the school year as plans become firm and the decision to leave the district is made. Resignations become effective earlier than the end of the school year in which they are submitted. Resignation to become earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year, made after April 25, likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail. Career teachers will be subject to dismissal at any time- or will not be eligible for reemployment- for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act or moral turpitude,
8. Abandonment of contract,
9. Conviction of a felony,
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by the state law and all actions of the school district and the board are clearly identified in the statues. However, nothing in this policy shall be constructed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (seeDO-R).

The board of education may vote to offer employment or not to offer employment for the subsequent school year in advance of the statutory deadline. Unitl a written contract os executed or until the statutory deadline passes, the board may not vote to not reemploy a certified employee. The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

Procedures:

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation

shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or non-reemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds- for career teachers- or the cause- for probationary teachers- upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days no later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after the consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
  - A. The right to be represented.
  - B. The right to present witness in person or to present their testimony by interrogatories, affidavits, or dispositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.
  - C. The right to cross-examine witnesses/
  - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
  - E. The right to have an orderly hearing.
  - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who testify.
4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of evidence.
6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording and any documents or evidence presented to the board).

7. Informal disposition of any recommendation for the dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order or default.
8. The order of the procedures shall be:
  - A. Opening statement by the superintendent.
  - B. Opening statement by the teacher.
  - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
  - D. Questions by the board members.
  - E. Presentation of the teacher's evidence followed by cross-examination of witness by the superintendent.
  - F. Questions by the board members.
  - G. Presentation of rebuttal and surrebuttal evidence as necessary.
  - H. Closing argument by the superintendent.
  - I. Closing argument by the teacher.
  - J. Deliberation by the board members.
  - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings on fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
  - A. Only evidence which reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
  - B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
  - C. Rulings on admissibility of evidence will be made by the presiding officer.
  - D. Documentary evidence may be received in the form of copies or excerpts.
  - E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
  - F.



- G. While hearings are open to the public, no questions, or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or non-reemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and non-appealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office.

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**Definitions and Scope:**

- “Teacher” means a duly certified or licensed person who is employed to serve in any instructional capacity or as a counselor, librarian or school nurse. An administrator shall be considered a “teacher” only with regard to service in an instructional, nonadministrative capacity.
- “Dismissal” means the discontinuance of the teaching service of a teacher during the term of a written contract, as provided by law.
- “Nonreemployment” means the nonrenewal of an administrator’s or a teacher’s contract upon expiration of the contract.
- “Suspension” means the temporary discontinuance of an administrator’s or a teacher’s services, as provided by law.
- “Career teacher” means a teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written teaching contract.
- “Probationary teacher” means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written teaching contract.
- “Teacher hearing” means the hearing before a local board of education after a recommendation for dismissal or nonreemployment of a teacher has been made but before any final action is taken on said recommendation, held for the purpose of affording such teacher all rights guaranteed by the United States Constitution and the Constitution of Oklahoma under such circumstances and for enabling the board to determine whether approve or disapprove the recommendation.
- The dismissal, suspension and nonreemployment provisions of this policy do not apply to:
  - substitute teachers;
  - adult education teachers; and
  - teachers employed on temporary contracts.
- This policy does apply to teachers who are employed on temporary contracts for a complete school year and to teachers employed in positions fully funded by federal or private categorical grants, except that such teachers shall be employed only for the duration of the temporary contract or grant.
- Source: 70 O.S. § 6-101.3, 70 O.S. § 6-101.23.

**Grounds for Dismissal or Nonreemployment**

A career teacher may be dismissed or not reemployed for:

- Willful neglect of duty.
- Repeated negligence in performance of duty.
- Incompetency.
- Unsatisfactory teaching performance.
- Instructional ineffectiveness.
- Mental or physical abuse to a child.
- Commission of an act of moral turpitude
- Abandonment of contract
- Criminal sexual activity or sexual misconduct (as those terms are defined by law).

A teacher shall be dismissed or not reemployed for conviction of a felony or any sex offense committed during the term of employment.

A probationary teacher may be dismissed or not reemployed for cause.

All causes listed above, except those relating to abuse, moral turpitude or sexual misconduct, for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures have been followed as per 70 O.S. § 6-101.24.

Dismissal or nonreemployment for any cause relating to abuse, moral turpitude, sexual misconduct, felony convictions or sex offenses, for a career teacher, or any cause not related to inadequate teaching performance, for a probationary teacher, shall not require corrective action procedures before being implemented.

**Suspension**

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent or the board of education on the recommendation of the superintendent may suspend the teacher without notice or hearing.

The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teacher contract or pursuant to law.

Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to law. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated at trial. Provided, however, such extension shall not include any appeal process. Source: 70 O.S. § 6-101.29

#### Corrective Action

When the administrator who has evaluated a teacher pursuant to School District policy identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the administrator shall:

- Admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct, and
- Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or nonreemployment of a teacher, the administrator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above.

If the administrator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.

If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education. Source: 70 O.S. § 6-101.24.

#### Recommendation of Dismissal or Nonrenewal

Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed within the School District, he/she shall submit a recommendation in writing to the board of education.

The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.

In the case of a probationary teacher, a motion to dismiss or nonreemploy should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause. Source: 70 O.S. § 6-101.25.

#### Procedure for Dismissal or Nonreemployment – Hearing Rights

Whenever a board of education receives a superintendent's recommendation for the dismissal or nonreemployment of a teacher, the board shall mail a copy of the recommendation to the teacher by certified mail, restricted delivery, return receipt requested or by substitute process as provided by law.

By the same means, the board shall notify the teacher of such teacher's right to a hearing before the board and the date, time and place set by the board for the hearing, which shall be held within the school district not sooner than twenty (20) days or later than sixty (60) days after the teacher's receipt of notice.

The notice shall specify the statutory grounds upon which the recommendation is based for a career teacher or shall specify the cause upon which the recommendation is based for a probationary teacher. Said notice shall also specify the underlying facts supporting the recommendation.

The teacher hearing shall be conducted by the local board according to procedures established by the state board of education. At the hearing, the teacher shall be entitled to all rights guaranteed under the circumstances by the U.S. Constitution and the Constitution of Oklahoma. The burden of proof shall be upon the superintendent or designee and the standard of proof shall be by the preponderance of the evidence.

Only after due consideration of the evidence and testimony presented at the hearing shall the local board decide whether to dismiss or nonreemploy the teacher. The vote of the board shall be made in an open meeting.

The board shall also notify the teacher of the decision, including the basis for the decision, by certified mail, restricted delivery, return receipt requested, or by substitute process as provided by law.

The decision of the board shall be final and unappealable.

The teacher shall receive any compensation or benefits to which the teacher is otherwise entitled until such time as the decision of the board becomes final. If the hearing for a teacher is for nonreemployment, such compensation and benefits may be continued only until the end of the current contract of the teacher. Source: 70 O.S. § 6-101.26.

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The superintendent and the Hinton Public Schools Board of Education will take the following steps prior to beginning the process for reduction-in-force.

1. The superintendent will recommend, to the board of education, programs or positions to be eliminated due to projected reduction in student population, projected reduction in revenue, changes in educational programs/curriculum, and/or cancellation of programs.
2. The board of education will vote to receive the recommendation of program/position terminating by the superintendent and set a date, time, place to hold the reduction-in-force hearing.
3. The superintendent will begin the reduction-in-force process of personnel affected by the board of education's approval.

**RIF Process for Certified Personnel**

1. The superintendent will follow the definitions and process in district policy DOCA-1 to determine the teacher affected by terminated program/position.
2. The superintendent will send a letter to the members of the board of education stating the reason for the reduction and the recommended person(s) for reduction.
3. The superintendent will send a certified letter to the person(s) recommended for reduction. The letter will state the date, time, and place of the hearing; the cause(s) for the underlying recommendation; and a sample agenda of the reduction-in-force board meeting.

**RIF Process for Administrators**

1. The superintendent will send a letter to the members of the board of education stating the reason for the reduction and the recommended position(s) for reduction.
2. The superintendent will send a certified letter to the person(s) recommended for reduction. The letter will state the date, time, time and place of the hearing; the causes for the underlying recommendation; and a sample agenda of the reduction-in-force board meeting.

**RIF Process for Support Employees**

1. The superintendent will follow the definitions and process in district policy DOCB to determine the support employee affected by terminated program/position.
2. The superintendent will send a letter to the members of the board of education stating the reason for the reduction and the recommended position(s) for reduction.
3. The superintendent will send a certified letter to the person(s) recommended for reduction. The letter will state the date, time, and place of the hearing; the cause(s) for the underlying recommendation; and a sample agenda of the reduction-in-force board meeting.

It is the policy of the Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level shall be based on any or all of the following conditions:

- Actual or projected decrease in revenue;
- Condition of financial exigency;
- Actual or projected decrease in student enrollment;
- Actual or projected changes in educational programs or curriculum; or
- Other business necessity as determined by the board.

The decision of the board regarding a reduction in force decision, after opportunity for hearing has been made, shall be final and unappealable.

The interpretation and application of any provision of this policy shall be the exclusive province of the board of education.

It is the policy of the Hinton Board of Education that, in the event if it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellations of programs, or
- Any other circumstances determined by the board

Definitions

Career Teacher: A teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract.

Probationary Teacher: A teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract.

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The order of termination will be as follows:
  - A. A licensed teacher in an eliminated position will be terminated first.
  - B. A probationary teacher in an eliminated position will be terminated second. However if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.
  - C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification. Provided the position is occupied by a probationary or licensed teacher.
  - D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

- E. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the careers teachers will be retained:
1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher, and a probationary teacher will be retained over a licensed teacher.
  2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)
  3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
    - A. Years of teaching experience in the retained position in the local school district.
    - B. Academic degree status:  
A teacher with a doctoral degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.

If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in "E", 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

RIF Procedures

In the event of such a situation, effort will be made to accomplish the necessary reduction by attrition, voluntary resignations, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. *Order of termination will be as follows:*
  - a. A **licensed teacher** in an eliminated position shall be released first.
  - b. A **probationary teacher** in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to the licensed teacher's position and the licensed teacher will be terminated.
  - c. If there is more than one probationary teacher or more than one licensed teacher assigned to a like position that is subject to being eliminated, the following criteria will be considered in determining which teacher is being retained:
    - i. Most current evaluation of the teacher's performance.
    - ii. Certification in a retained position which is open.



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- iii. Classification as “highly qualified” for the retained position pursuant to the No Child Left Behind Act.
  - iv. Seniority in continuous, full-time contracted employment with the district.
  - d. A **career teacher** in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, if that position is occupied by a probationary or licensed teacher.
  - e. If a teaching position which is occupied by a career teacher is eliminated pursuant to this RIF policy and the career teacher is certified for another teaching position occupied by a probationary teacher or teachers, reasonable accommodations must be made to give priority for contract renewal to qualified career teachers over probationary teachers.
  - f. If there is more than one career teacher assigned to a like position that is subject to being eliminated, the following criteria, in the order stated, will be used to determine which of the career teachers will be retained:
    - i. Certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with emergency certification or a license.
    - ii. Classification as “highly qualified” pursuant to the No Child Left Behind Act. A teacher classified as “highly qualified” will be retained over a teacher who is not classified as “highly qualified” for the retained position.
    - iii. Seniority in continuous, full-time, contracted, certified employment with the district.
  - g. If certification, classification and seniority are the same according to the above criteria, the determining factors in order of importance are:
    - i. Years of teaching experience in the retained position in the local school district.
    - ii. Academic degree status (i.e. a teacher with a doctor’s degree will be retained over a teacher with a master’s or a bachelor’s degree; a teacher with a master’s degree will be retained over a teacher with a bachelor’s degree).
    - iii. Current year evaluations.
    - iv. Total years in the teaching profession.
    - v. Recommendations of principal and/or superintendent.

Recall of RIFed Teachers

1. Recall of RIFed teachers shall follow the reverse procedure for reduction. Teachers who were the last to be laid off shall be given the first opportunity for employment should an opening occur. Recall rights shall continue for one year from the date of termination.
2. Teachers who have been laid off shall remain on the recall list for one year unless the teacher:
  - a. Waives recall rights in writing.

- b. Fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position.
3. Teachers will not forfeit recall rights if they secure other employment during layoff.
4. Any offer of reemployment shall be made personally or by certified mail, return receipt requested. The teacher shall be notified that if he/she wishes to accept, acceptance must be made in writing within five calendar days of the receipt of notice. Failure to receive written acceptance within five calendar days or rejection of the offer of reemployment eliminates all reemployment and/or recall rights of the teacher.
5. A career teacher who has been nonreemployed and who is then reemployed within one school year shall be reinstated as a career teacher. Probationary teachers on layoff shall not gain career status while on layoff.
6. Re-entry into the district shall reflect all previously earned experience and credits.
7. A teacher may continue on district insurance programs at his/her own expense until recall rights have lapsed, provided that continuance is acceptable to the insurance carriers.
8. For purposes of this policy, "seniority" shall mean the longevity with the district based on continuous, full-time contractual employment.

Notice of Hearing Reduction-In-Force

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(Date)

(Name)  
(Address)

RE: Notice of Hearing on Recommendation for Non-Reemployment Due to Reduction-In-Force.

Dear \_\_\_\_\_:

This is to notify you that on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_ at \_\_\_\_ p.m., the Hinton Board of Education will hold a hearing at \_\_\_\_\_ (address), at which time the board will consider and determine whether to accept my recommendation that your position be eliminated due to a reduction-in-force. This reduction-in-force will take effect on

\_\_\_\_\_  
The cause or causes and the underlying facts for the recommendation are as follows:

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Also enclosed with this letter is a copy of my recommendation, which sets out the cause or causes and underlying facts on which the recommendation is based.

You have the right to appear before the board at the hearing and present you position and witnesses and other evidence as to why a reduction-in-force is not necessary, why your specific teaching position should not be eliminated and why your contract for the \_\_\_ - \_\_\_ school year should be renewed. You will be given adequate opportunity to present your side of the matter to the board of education.

If you have any questions concerning the procedures to be followed at the hearing, please feel free to contact me.

Superintendent of Schools  
Enclosure

Notice of Non-Reemployment Reduction-In-Force

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(Date)

(Name of Employee)  
(Address of Employee)

RE: Notice that Non-Reemployment (Dismissal) Due to Reduction-In-Force has been approved by the Board of Education

Dear \_\_\_\_\_:

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the Hinton Board of Education voted to eliminate your employment position and to not renew your contract for the \_\_\_\_\_ - \_\_\_\_\_ school year because of a reduction-in-force.

The basis for the board's decision is:

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The decision for the board of education is final and non-appealable.  
If the board decides to reinstate your specific position within the next school year, you will be notified and may be eligible to be reemployed.

Very truly yours,

Superintendent of Schools

To \_\_\_\_\_ Board of Education:

Superintendent's Recommendation

The Hinton Public School's enrollment on the accreditation report for the school year \_\_\_\_ - \_\_\_\_ was \_\_\_\_\_. This year's (\_\_\_\_ - \_\_\_\_) enrollment on the accreditation report is \_\_\_\_\_ students. This is a loss of \_\_\_\_\_ students. Because of this drastic decline in enrollment from the previous year, it is my recommendation that a reduction-in-force at Hinton Public School District is imperative. Also, projected state aid for the \_\_\_\_ - \_\_\_\_ school year will be adjusted after the first nine weeks of \_\_\_\_ - \_\_\_\_ school year based on that year's current enrollment numbers. The present enrollment (\_\_\_\_ - \_\_\_\_) for Hinton Public Schools has dropped to \_\_\_\_\_.

I therefore recommend that the following staff be reduced for the \_\_\_\_ - \_\_\_\_ school year:

Ms./Mr. _____	( _____ Position _____ )
Ms./Mr. _____	( _____ Position _____ )
Ms./Mr. _____	( _____ Position _____ )
Ms./Mr. _____	( _____ Position _____ )
Ms./Mr. _____	( _____ Position _____ )
Ms./Mr. _____	( _____ Position _____ )
Ms./Mr. _____	( _____ Position _____ )

Sincerely,

\_\_\_\_\_  
Superintendent of Schools

Sample Agenda for Board Meeting Reduction-In-Force

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1. Call to Order
2. Roll Call
3. Order of Procedure for Reduction-in-force Hearing for (position being reduced)
  - A. Opening statement by Superintendent
  - B. Opening statement by (position being reduced)
  - C. Presentation of Superintendent's evidence followed by cross-examination of witnesses by (position being reduced)
  - D. Questions by board members
  - E. Redirect, recross or additional questions by board members
  - F. Presentation of (position being reduced) evidence
  - G. Cross-examination of (position being reduced) witnesses by superintendent
  - H. Questions by board members
  - I. Redirect, recross or additional questions by board members
  - J. Presentation of rebuttal and surrebuttal evidence as necessary
  - K. Closing argument by superintendent
  - L. Closing argument by (position being reduced)
4. Proposed executive session to discuss employment of (name of person(s) being discussed), possible implantation of reduction-in-force and to deliberate possible findings of fact. 25. O.S. 307 (b)(1)
5. Vote to go or not to go into executive session
6. Vote to reconvene in open session
7. Executive session minutes compliance announcement
8. Vote to adopt or not to adopt proposed findings of fact concerning superintendents recommendation to reduce (position being reduced)
9. Vote to determine whether or not a financial basis exists for a reduction-in-force
10. Vote to determine whether or not (position being reduced) position should be eliminated pursuant to the adopted findings of fact.
11. Vote to renew or not renew (position being reduced) for \_\_\_\_ - \_\_\_\_ school year
12. Adjournment

The assignment of staff members and their transfer to positions within the various school sites and departments of the district will be made by the superintendent on the basis of consideration of the following criteria:

- Contribution staff member can make in a new position.
- Qualifications of staff member compared to those of outside candidates both for position to be vacated and for position to be filled.
- Opportunity for professional growth.
- Desire of staff member regarding assignment or transfer.
- Length of service in this District.

Teachers may be required to teach in any grade, room, building or department as deemed necessary by the superintendent and for which the teacher is qualified/certified.

Oklahoma law (70 O.S. § 6-101(E)) requires school districts to contract with teachers for the teachers' services the next fiscal year prior to the first Monday in June of the current fiscal year. This contractually binds the district to the teachers the district retains. Oklahoma law requires each teacher to notify the district within fifteen (15) days of the first Monday in June if the teacher does not intend to remain in the district for the next fiscal year. This contractually binds the teacher who elects to remain in the district.

Both the district and the teacher benefit from this law. It protects the district by enabling the district to have an accurate picture of its staffing needs before the beginning of the summer, so that the district will have several months to secure any needed staff; it protects the district from being left without staff at a moment's notice and unable to properly educate its students during the school year. The law protects the teacher by giving the teacher notice before the beginning of the summer if he/she needs to secure employment elsewhere; it protects the teacher by enabling the teacher to have certain knowledge that his/her employment status will not arbitrarily change at a moment's notice during the school year when employment would be much more difficult to secure.

The contract between a school district and a teacher runs for one fiscal year – July 1 to June 30. During this period, the district may not terminate a teacher unless it is pursuant to the rules and procedures set forth in the Teacher Due Process Act (70 O.S. § 6-101.20-6-101.30). During this period a teacher may not leave the district unless terminated or released from contract.

The district will not consider releasing its teachers from their contracts except under very limited circumstances. Such circumstances are:

- A teacher's spouse is transferred to another state or to a location in-state where the teacher cannot continue to perform his/her duties in the district without significant hardship (i.e. the move is greater than 100 miles away from the district), and only after a suitable replacement has been employed.
- A teacher notifies the district by July 1 that the teacher (for reason other than a spouse transfer) is moving out of state, and only after a suitable replacement has been employed.
- A teacher notifies the district by July 15 that the teacher is leaving the profession entirely, and only after a suitable replacement has been employed.
- A teacher is gravely ill and cannot physically perform his/her job duties.
- A teacher's spouse or family member living in the teacher's home is gravely ill and the teacher must remain in the home to care for that individual.
- An unforeseen major, catastrophic, life-changing event (which can be documented) occurs in the teacher's life rendering the teacher unable to continue his/her job duties.

The district will consider requests for release only for the reasons listed above. Teachers will not be released from their contracts for any other reason. The district may, at its discretion and based upon current needs, grant a release request with the stipulation that the teacher will not be released until a replacement has been hired. The district has the right to pursue legal action



## RELEASE FROM CONTRACT

**400.20**  
**(2 OF 2 PAGES)**

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against a teacher who breaches his/her contract by leaving the district without written release and will notify the State Department of Education of any such abandonment. Any teacher who breaches his/her contract to go to another district is hereby put on notice that the next district to which the teacher goes will be notified of the teacher's breach of contract and the possibility of legal action being taken against the teacher.

Action on any request for release shall be taken at the next monthly meeting following the request or at a special meeting called by the board, if the board deems it necessary.

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the district. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

#### Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files.

#### Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty; and
10. Other materials mutually agreed upon between the principal and the teacher.

Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Hinton Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

The superintendent shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the superintendent reasonably believes disclosure would invade the employee's privacy. The record's will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by the employee or the collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that here is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information which will be maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

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2. An accurate record of the work experience of the employee;

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3. Current data on education completed, including the transcripts of all academic work;
  4. Proof of requirements fulfilled in order to be eligible for salary;
  5. Current data on credentials;
  6. Any current data requested concerning the health of employee, or medical examinations which the employee may have undergone;
  7. Records of assignment;
  8. Evaluations of performance;
  9. Letters of commendation, reprimand, or omission of duty;
  10. Other materials mutually agreed upon between the principal and the teacher.

Use of Personnel Records

All the contents of the personnel records file, with the exception of evaluations, comments, or recommendations provided to the district on a confidential basis by the universities, colleges, or persons not connected with the district shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personal file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Any complaints directed towards a teacher, which are placed in the personnel file, are to be promptly called to the teacher's attention in writing.

Parental Notice

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications of the grade levels and the subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provide services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above listed information, the district is required to provide the information in a timely manner. If the district has hired to a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

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4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

Ref: 51 O.S. Sec.24A.7. 70 O.S. Sec.6-101.11

P. L.I07-110, No Child Left Behind Act of 2001 The Americans With Disabilities Act

**SECTION 500**  
**NON-CERTIFIED PERSONNEL**

## **DEFINITIONS**

**500.01  
(1 OF 1 PAGES)**

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"Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.

"Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 175 days per year.

It is the policy of the Hinton Board of Education that teacher assistants will be employed for the school term only. Employment will be offered if funds are available, the educational need exists in a particular program, and the applicant possesses the required level of prerequisite skills as prescribed in the appropriate State Department of Education regulation except that a teacher's assistant or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 2, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an assessment degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of an ability to assist in the instruction of reading, writing, or mathematics or the instructions of readiness of these subjects. Paraprofessionals working with the Title I students who were hired before January 8, 2002, have until January 1, 2006, to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district (is/becomes) a school-wide title I paraprofessionals in the district must meet these standards. Exception to these requirements may be made with regard to paraprofessionals who act as translator or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher's assistants.

Teacher's assistants are employed so that the professional teacher's may direct their energies to the students' education. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.
2. To enable the teacher to do more creative teaching, and thus use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.
4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.
5. To relieve teachers of the numerous semi-non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Teacher assistants will only be used to perform, or assist a classroom teacher to perform, the following duties:



## Teacher Assistants

500.02  
(2 OF 2 PAGES)

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- Hallroom duty
- Bus duty
- Playground duty
- Lunchroom duty
- Extracurricular activities involving school functions
- Other non-instructed duties as the superintendent may prescribe

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed.

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title IV-A funds provide assistants for the Indian students
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

Teacher assistants are employed six hours before per day for 177 days and receive ten days of non-accumulative sick leave per 177 days.

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education. The employee shall also sign a statement indicating receipt of a written job description and the following school policies or a staff handbook containing these policies:

Drug-free Workplace

Fair Labor Standards Act and Compliance Procedures

Nondiscrimination

Sexual Harassment

Support Personnel Suspension, Demotion, or Termination

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. The file record shall include the following information:

1. Full legal name, date of birth (if under 19 years of age), sex, address, telephone number, and the date of employment
2. Social Security Number
3. Data on education, including all institutes completed
4. Add data requested concerning health and/or medical examination
5. Record of assignments
6. Evaluation of performance
7. Signed statement indicating receipt of a written job description and staff handbook/policies

Additionally, all personnel files for support employees shall include the following:

1. Employee's occupation
2. Time and day of week when the employee's workweek begins
3. Hours worked each day
4. Total hours worked each workweek
5. Basis on which the employee's wages are paid (e.g., "\$6 and hour", "\$220 per week", "piecework")
6. Regularly hourly pay rate
7. Total daily or weekly straight-time earnings
8. Total overtime earnings for the workweek
9. All additions to or deductions from the employee's wages
10. Total wages paid each pay period
11. Date of payment and the pay period covered by the payment

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

Reference regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

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The Hinton Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

No support employee shall be allowed to work overtime without prior approval from the appropriate supervisor. Violation may result in disciplinary action being taken against the employee.

Support employees approved to work overtime may elect by written agreement to take compensation time off instead of receiving overtime pay.

In the event the employee elects to be granted “comp” time in lieu of cash payment for time worked in excess of 40 hours per work week, such comp time will be granted at the rate of one and one-half hours for each hour the employee works in excess of forty per work week. Any leave or other benefits will continue to accrue while the employee is off work using comp time.

Comp time may be accrued to a maximum of 240 hours in one fiscal year (which is 160 hours of overtime). Prior to termination or transfer, all comp time must be used or paid as overtime. All compensation time must be taken in the fiscal year for which the overtime was earned. A supervisor may direct an employee to use accrued comp time.

Procedures:

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA

Definitions

“Overtime” is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A “work week” for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:00:01 a.m. on Saturday and ending at 12:00 midnight on the following Friday.

“Non-covered employees” are those who meet the definition of “employee” within the meaning of 29 USCA §203(e) (Supp. 1990). Covered employees will be either exempt or nonexempt employees.

An “exempt” employee is a covered employee who is exempt from the FLSA by virtue of meeting one of the tests for exemption.

A “nonexempt employee” is a covered employee who does not meet one of the test for exemption.

Exemptions

The FLSA exempts certain groups of covered employees from coverage. The following categories

of exemptions are established:

1. Executive
2. Administrators'; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

### Record Keeping

Records as required by the law will be kept for both exempt and non-exempt employees. Non-exempt employees will record time as follows:

1. Full-time non-exempt employees will record time by using sign in/sign out sheets.
2. Part-time hourly employees will track time by use of a time clock/

### Overtime

1. **Work Week Adjustment.** Any supervisor who requires a non-exempt employee to work in excess of a regular eight hour work day may grant relief time later in the same week in order to avoid overtime. The amount of excess time worked in one day must be at least fifteen minutes for the employee to be awarded release time. Work time in excess of an eight-hour day is not considered overtime, and a grant of release time in order to make a work week adjustment will not be made at one and one-half. Release time will not be considered in calculating the hours for which the employee is entitled to overtime compensation.
2. **Methods of Overtime Compensation.** The school district has the option of compensating employees for overtime payment of money or by grant or compensation time.
  - A. Payment of Money. Payment for overtime compensation will be made at one-half times the regular rate of pay of the employee to be compensated.
  - B. Compensation Time. The school district, at its discretion, may award compensation time in lieu of overtime compensation pay.
3. **Time of Payment.**
  - A. Overtime compensation in one week will be paid on the regular payday for the period in which work week ended as far as is practicable. When the amount of overtime is not determined, the school district will pay as soon after the regular payday as is possible, which in most cases will be the next payday.
  - B. When compensation time is awarded in lieu of overtime pay, compensation time must be used within a reasonable period and in no event later than the end of the next pay day period. A request for use of overtime compensation time will be granted if it is not unduly disruptive of operations.

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4. **Termination of Employment.** If employment with the school district is terminated by either the school district or an employee will be compensated for any unused acquired
  5. compensation time. The monetary value of unused compensation time will be calculated according to one of the following methods:
    - A. The employee will be compensated at the average regular rate of pay received by the employee during the last three years of employment; or
    - B. The employee will be compensated at the final rate of pay.

The rate which yields the most money for the employee will be used.

#### Compensable Overtime

An employee will be compensated for all authorized time spent in physical or mental exertion controlled or required by the school district and pursued necessarily and primarily for the benefit of the school district and pursued necessarily and primarily for the benefit of the school district or its business. The following are examples of non-compensable time:

1. Absences (sick leave, holidays, vacations, funerals and weather days).
2. Jury duty.
3. On call time where the employees is on call for the employer but is not restricted in activity.
4. Commuting time between home and job.
5. Training or school time where the employee on his or her own initiative attends schools unrelated to regular duties and which involves no productive work.
6. Non-duty time when living in a residence provided by the school
7. Scheduled time in between splits in shifts long enough to allow the employee to use for personal activities or work voluntarily substituting for another employee.
8. Meal periods lasting longer than one-half hour where the employee has no duties.
9. Unauthorized overtime.

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within the school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours a week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. This district will inform employees of the law by posting information disseminated by the U. S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

Compliance Procedures Fair Labor Standards Act:

In accordance with the policy of the board of education, the following procedures shall apply to compliance with the Fair Labor Standards Act within the school district. Should any employee or group of employees have questions concerning the following, additional information will be provided upon request.

Minimum Wage Provisions

Hinton Public Schools meets the minimum wage provisions established by the law. All employees are subject to the Fair Labor Standards Act (FLSA) unless exempt by some provision of the act. As outlined under the exemption provisions set forth below, certified educational employees working in certified positions who perform ancillary duties (i.e., bus driver, etc.) will be exempt from the overtime requirements of the FLSA as long as not more than 20% of their time is spent in non-exempt activities.

Overtime Pay Provisions

The FLSA requires that an employer must pay all nonexempt employees time and one-half their regular rate for all hours worked in excess of 40 hours in a seven-day workweek. The hours worked will not be averaged over two or more workweeks (i.e., pay period) to determine overtime hours, even though an employee is paid monthly. For example, if a nonexempt employee works 45 hours one week and 35 hours the next week, the employee will be paid one and one-half times the regular rate for five hours of overtime in the first week.

Compensable hours include all time that an employee is required to be on duty, either at school or at a workplace for the employer, and all times that the employee is required at school functions, meetings, or training activities. It may also include time spent traveling on work-related business. Also included is time an employee voluntarily works before or after regular work shift of "suffered or permitted" by the employer. Even work done at home is included if the employer knows or has reason to think work is being done there.

Vacation and sick leave hours are not counted as hours worked even though they are paid hours. Lunch breaks where the employee is completely relieved of his or her duties for at least 30 uninterrupted minutes and breaks of at least 20 uninterrupted minutes are not counted as hours worked.

Because of the overtime provision, nonexempt employees should not work overtime unless they are specifically authorized to do so by their supervisors. Lunch breaks must be taken by all nonexempt employees as per the schedule created by the administrator. If the employee eats lunch at his or her own desk or work station, the employee must not work while on lunch break. This includes not answering the phone, not writing memos, not assisting others, not reading material that is required by the job, etc. Nonexempt employees will not be allowed to start work before their regularly scheduled time and must stop working at their regularly scheduled stopping time unless permission to work overtime has been obtained from their supervisor(s) as per district policy.

Recordkeeping

The Hinton Public School District will keep records for each nonexempt employee which records should include the following information:

The employee's full name

Social security number

Address, including zip code

Birth date/age

Sex

Occupation

Time and day of the week when employees work week begins

Hours worked each day

Total hours worked each work week

Wage basis (e.g., "\$6 per hour", "\$220 per week", "piecework")

Regular hourly pay rate

Total daily or weekly straight-time earnings

Total overtime earnings for the workweek

Additions to or deductions from wages

Total wages paid each pay period

Date of payment and the pay period covered by the payment

Time sheets will be provided to all nonexempt employees and they will be required to complete and sign them on a weekly basis. Exact time of arrival shall be noted on the time sheet. Employees should not arrive at work any earlier than 10 minutes prior to the scheduled work time. The board may determine that a time a clock be installed and used by all nonexempt employees as an alternative method and timekeeping.

Exempt Employees

An exemption from both the minimum wage and overtime pay requirements is provided in section 13(a)(1) of the FLSA for any employee employed in a bona fide executive, administrative, professional, or outside sales capacity, as these terms are defined and delimited in regulations of the Secretary of Labor. An employee will qualify for exemption if he or she meets all of the pertinent tests relating to duties, responsibilities, and salary stipulated in the applicable section of regulations, 29 CFR, Part 541.

1. Executive:

In order to exempt as a bona fide executive employee, all of the following must be met:

- A. The employee's primary duty must be management of the enterprise, or of a customarily recognized department or subdivision; and
- B. The employee must customarily and regularly direct the work of at least two or more other employees therein; and
- C. The employee must be paid on a salary or fee basis at a rate of not less than \$155 a week, exclusive of board, lodging, or other facilities, or in the case of academic administrative personnel in public or private schools, the salary requirement for

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exemption must be at least \$155 a week or one which is at least equal to the entrance salary for teachers in the employing school system or educational establishment or institution.

D. An administrative employee who is paid on a salary or fee basis of at least \$250 a week, exclusive of board, lodging, or other facilities, will be exempt if:

1. The employee's primary duty consists of either:
  - A. Responsible office or non-manual work directly related to the management policies or general business operations of the employer or the employer's customers; or
  - B. Responsible work that is directly related to academic instruction or training carried on in administration of a school system or educational establishment; and

2. Professional:

In order to be exempt as a bona fide professional employee, all of the following must be met:

- A. The employee's primary duty must be either:
  1. Work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study; or
  2. Work that is original and creative in character in a recognized field of artistic endeavor, the result of which depends primarily on the employee's invention, imagination, or talent; or
  3. Work as a teacher certified or recognized as such in the school system or educational institution by which he or she is employed; and
- B. The employee must consistently exercise discretion and judgement, and;
- C. The employee must do work that is predominantly intellectual and varied, as distinguished from routine, mental, manual, mechanical, or physical duties, and
- D. The employee must not spend more than 20% of the time worked in the work week on activities not essentially a part of and necessary incident to the professional duties; and
- E. The employee must have the authority to hire, fire, or recommend hiring and firing; or whose recommendations on these and other actions affecting employees is given particular weight; and
- F. The employee must customarily and regularly exercise discretionary powers; and
- G. The employee must devote no more than 20% of his or her hours worked to activities not directly and closely related to managerial duties; and
- H. The employee must be paid on a salary basis at a rate of at least \$155 a week exclusive of board, lodging, or other facilities.
- I. An executive employee paid at least \$250 a week, exclusive of board, lodging, and other facilities, is exempt if the employee regularly directs the work of at



least two or more other employees and the employee's primarily duty is management of the enterprise, or a recognized department or subdivision thereof.

3. Administrative

In order to be exempt as a bona fide administrative employee all of the following must be met:

- A. The employee's primary duty must be either :
  - 1. Responsible office or nonmanual work directly relatd to the management policies or general business operations of the employer or the employer's customers; or
  - 2. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and
- B. The employee must customarily and regularly exercise discretion and independent judgment as distinguished from using skills and following procedures, and must have the authority to make important decisions; and
- C. The employee's must:
  - 1. Regularly assist a proprietor or a bona fide executive or administrative employee; or
  - 2. Perform work under only general subdivision along specialized or technical lines requiring special training, experience, or knowledge; or
- D. The employee must not spend more than 20% of the time worked in the workweek on work that is not directly and closely related to the administrative duties discussed above; and
- E. The employee must be paid on a salary or fee basis at a rate of not less than \$170 a week, exclusive of board, lodging, and other facilities.

The salary requirements above does not apply to an employee who is the holder of a valid driver's license or certificate permitting the practice of law or medicine and who is actually engaged in such practice, an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program, or an employee employed and engaged as a teacher in a school or educational institution.

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.
2. The superintendent of schools shall be responsible for administering this plan.
3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include pay per month of employment. The one sick day leave per month equals the number of hours the employee normally works per day.
4. Unused sick leave shall be cumulative to a total of 60 days.
5. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.
6. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
7. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.
8. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

**Support personnel (teacher's assistants, custodians, secretaries) who must miss work on a scheduled work day should contact the building principal; bus drivers should contact director of transportation; and cooks should contact the head cook.**

All support personnel will be provided three district-paid days per school year for personal business leave. Deductions shall be made for the salary of a substitute teacher.

The types of situations that may qualify for personal business leave are varied and include, but are not limited to, the following: Family illness other than immediate family as defined in the sick leave policy; emergency business transactions, such as loan closings; legal matters, such as meetings with an attorney, court appearances, settling of estates; and miscellaneous matters, such as attending business convention with a spouse, attendance at a child's school activity where the child is a participant.

The types of situations that will NOT be approved for personal business leave include, but are not limited to, the following: Pleasure trips or vacations; attendance at a school activity where the child is not a participant; seeking other employment; participating in political or social activities, performing any service for compensation.

Unused personal business leave days do not carry over to the following fiscal year.

Teachers must notify their building principals at least forty-eight hours in advance of taking any personal business leave days. Such notification must be in writing (see principal's office for leave request forms) and on file with the principal's office within forty-eight hours of the requested day off.

In the event of an emergency where the support employee cannot give forty-eight hour written notice to the principal, the superintendent must approve the request. In the superintendent's absence, the assistant superintendent may give approval. In the assistant superintendent's absence, the principal may grant approval.

Personal business leave days cannot be taken on the first or last day of the contract period or on the day before or after a holiday.

Any unexcused personal business leave taken shall result in the support personnel's salary being deducted for each day missed.

All employees on twelve month contracts will be granted two weeks vacation time each year. Vacation time cannot be accumulated or carried over from one school year to the next. Employees' requests for vacation time must be approved by the superintendent. Those twelve month employees who were not employed for a full year will have their vacation time pro-rated.

Holidays Full-time support employees are entitled to time off with pay for holidays that are observed by the school district as specified by contract. Designated Oklahoma Holidays are:

- New Year's Day
- Memorial Day (last Monday in May)
- Fourth of July
- Labor Day (1st Monday in Sept)
- Thanksgiving
- Christmas

At its discretion, the board may add others.

## **JURY DUTY**

**500.07**  
**(1 OF 1 PAGES)**

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All support personnel will be granted leave with full pay for jury service. Daily pay received as a juror must be paid to the school district, or an equal amount will be deducted from the employee's salary. The employee is not required to remit to the district any expense reimbursement.

In order to maintain the best-qualified support personnel to assist the district in providing quality education for all students and to assist support staff with improving job performance, the administration may conduct regular or periodic evaluations of support personnel.

A copy of any written evaluation will be given to the support employee. One copy will be retained in the principal/supervisor's file. The original evaluation will be submitted to the superintendent for filing in the support employee's personnel records.

The evaluation of a support employee or a plan for improvement for an employee is not a condition precedent to adverse employment action against a support employee and whether or not to place an employee on a plan for improvement prior to any adverse employment decision rests solely with the administration. A plan for improvement may be given to an employee as part of the evaluation process or separately as determined by the principal/supervisor.

The development of a strong, competent support staff of employees, and the maintenance of high morale among the staff are major objective of the Hinton Board of Education. The selection of the right employees to fill vacancies; the determination of assignments and equitable workloads; the establishment of wage and salary policies that encourage employee achievement; and the provision of a good atmosphere in which to work are some of the major duties of the board of education. The board believes that a program of continuous evaluation is necessary to meet its requirements.

#### Principles

The evaluation shall cover the major areas of the employee's responsibilities and duties to the school system, and shall include but not limited to, the following:

1. Specific work assignment
2. Work habits

The supervisors have the responsibility for seeing that all employees know the basis upon which they are to be evaluated, significantly in advance of the evaluation.

Employees, especially if new to the district, shall look to their immediate supervisors for an explanation of duties and responsibilities.

#### Standards of Evaluation

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. Evaluations shall be "satisfactory" or "unsatisfactory". An evaluation of unsatisfactory requires justification and substantiation, together with suggestions for improvement.

#### Who Shall Evaluate

The principal and/or the immediate supervisor shall evaluate all employees under his or her jurisdiction.

# EVALUATIONS

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(3 OF 11 PAGES)

## Evaluation of Support Staff

Employee \_\_\_\_\_ Department \_\_\_\_\_  
Supervisor \_\_\_\_\_ Date of Rating \_\_\_\_\_

RATING SCALE: 1= Unsatisfactory      3= Satisfactory  
                         2= Improvement Needed      4= Outstanding

**RATING FACTORS**

CIRCLE PROPER RATING

1. <b>Quality of work:</b> The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.	1	2	3	4
2. <b>Quantity of work:</b> Volume or amount of work done.	1	2	3	4
3. <b>Knowledge:</b> Knowledge of methods, materials, objectives and other fundamental skills.	1	2	3	4
4. <b>Adaptability:</b> Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.	1	2	3	4
5. <b>Work habits:</b> Organization of work, care of equipment, safety, industry.	1	2	3	4
6. <b>Working relationship with students and other employees:</b> ability to get along with students and coworkers.	1	2	3	4
7. <b>Dependability:</b> Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	3	4
8. <b>Loyalty:</b> Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	1	2	3	4
9. <b>Judgment:</b> Soundness of decisions, common sense.	1	2	3	4
<b>Overall Rating:</b> Should reflect the average of the rating.	1	2	3	4

### COMMENTS

1. What are employee's strengths? (MUST be completed for outstanding ratings.)

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2. What are employee's weaknesses? (MUST be completed for Unsatisfactory and Improvement Needed Ratings.)

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3. Additional comments.

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I have discussed this performance rating with the evaluator.  
I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

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**CUSTODIAN EVALUATION INSTRUMENT**

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Custodian: \_\_\_\_\_ Year in System: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

- A=Above Average: The custodian surpasses the expected standards of performance.
- S=Satisfactory: The custodian meets or exceeds the expected standards of performance.
- N=Needs Improvement: The custodian meets minimal standards of performance; improvement is suggested.
- U=Unsatisfactory: The custodian does not meet minimal standards of performance; Improvement is necessary.

Qualifications:

- \_\_\_\_\_ 1. Knowledge of a variety of cleansing agents and their applications.
- \_\_\_\_\_ 2. Skill in operating equipment and tools and in performing minor repairs.
- \_\_\_\_\_ 3. Skill in performing routine maintenance activities such as changing light bulbs.
- \_\_\_\_\_ 4. Skill in following simple oral and written instructions in order to properly apply cleansing agents.

\_\_\_\_\_ Job Goal: To provide students with a safe, attractive, comfortable, clean, and Efficient place in which to learn, play, and develop.

Performance Responsibilities:

- \_\_\_\_\_ 1. Keeps building and premises neat and clean at all times (including sidewalks, driveways, play areas, etc.).
- \_\_\_\_\_ 2. Regulates heat, ventilation, and air conditioning systems to provide temperatures Appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- \_\_\_\_\_ 3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
- \_\_\_\_\_ 4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

- \_\_\_\_\_ 5. Raises the United States flag and the Oklahoma flag at or before 8:00am on each school day, and lowers the flags at or after 3:30 p.m.
- \_\_\_\_\_ 6. Sweeps classrooms daily and dusts furniture.
- \_\_\_\_\_ 7. Cleans corridors after school each day and during the day when conditions require.
- \_\_\_\_\_ 8. Scrubs, hoses down, and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
- \_\_\_\_\_ 9. Washes all windows on both the inside and outside at least twice each year (more frequently, if necessary).
- \_\_\_\_\_ 10. Keeps the grounds free from rubbish.
- \_\_\_\_\_ 11. Performs such yard keeping chores as grass cutting, tree trimming, etc., as necessary to maintain the school grounds in a safe and attractive condition.
- \_\_\_\_\_ 12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
- \_\_\_\_\_ 13. Cleans all chalkboards at least one a week.
- \_\_\_\_\_ 14. Makes such minor building repairs as capabilities allow.
- \_\_\_\_\_ 15. Promptly reports to the principal any major repairs needed.
- \_\_\_\_\_ 16. Maintains on a regular schedule all motors and other mechanical equipment requiring schedules servicing.
- \_\_\_\_\_ 17. Reports immediately to the principal any damages to school property.
- \_\_\_\_\_ 18. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and the custodian's attendance is required by the principal.
- \_\_\_\_\_ 19. Assumes responsibility for the opening and closing of the building each school day and determines, before leaving, that all doors and windows are secured and all lights are turned off except those left on for safety reasons.
- \_\_\_\_\_ 20. Maintains an inventory of supplies, equipment, and fuel on hand; requisitioning needed replacements from the principal far enough in advance so that they may be delivered in sufficient time as to not hinder the custodian in the performance of his/her duties.

- \_\_\_\_\_ 21. Conducts an ongoing program of general maintenance, upkeep, and repair.
- \_\_\_\_\_ 22. Moves furniture or equipment within buildings as required for various activities  
  
and as directed by the principal.
- \_\_\_\_\_ 23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- \_\_\_\_\_ 24. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- \_\_\_\_\_ 25. Performs such other duties as may be assigned by the principal.

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

- \_\_\_\_\_ I have seen this evaluation report.
- \_\_\_\_\_ I wish to attach clarification statements.
- \_\_\_\_\_ I request a plan for improvement in areas marked "N".
- \_\_\_\_\_ I agree to develop a required written plan for improvement in areas marked "U".

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

The signature of the custodian shall not be construed to indicate agreement with the opinions of the evaluator. Rather, the signature of the custodian indicates that the custodian has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback on progress toward established improvement goals. Such documents shall bear the signatures of both the evaluator and the custodian and shall become a permanent part of this document.

Any written clarification statements offered by the custodian shall bear the signatures of both the custodian and the evaluator and shall become a permanent part of this document.

FOOD SERVICE PERSONNEL EVALUATION

Name \_\_\_\_\_ Assignment \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Evaluation: Check one of the three columns at the right

Definition of Evaluated Terms:

Satisfactory: Meets or exceeds job expectations (Check S)

Needs to Improve: Meets minimum job expectations (Check N)

\*Unsatisfactory Fails to meet minimum job expectations (Check U)

**\* A job Target Report is required for any "Unsatisfactory" Rating**

I. QUALITY OF WORK	S	N	U
1. Knowledge of job, purpose, methods, and techniques.			
2. Accuracy, thoroughness, and neatness in assigned task.			
3. Schedules time to complete assigned duties.			
4. Safety habits used with food and equipment; also in the kitchen and storeroom.			
5. Sanitation habits used with food and equipment; also in the kitchen and storeroom.			
II. DEPENDABILITY			
6. Follows instructions (recipes, procedures such as weighing and measuring portion sizes, taking temperatures, and cleaning.)			
7. Punctuality and attendance (for work and breaks).			
8. Initiative when not supervised (self-starting).			
9. Professional appearance and cleanliness in accordance with Child Nutrition Service standards.			
10. Supports the programs and policies of the school system.			
III. ADAPTABILITY			
11. Exhibits flexibility and appropriately adjusts to changing job demands.			
12. Carries share of cafeteria workload as a team member with consideration for others.			
13. Willingness to do more than assigned duties.			
IV. COMPATIBILITY			
14. Cooperation with fellow employees (shows respect for ideas, feelings, and time of others).			
15. Friendly attitude toward customers and school staff.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations: Do you recommend the continued employment of this employee:  
 \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, attach explanatory statements).

**EVALUATIONS**

**500.08  
(9 OF 11 PAGES)**

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Manager's Signature

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Date

I have read and received a copy of the above evaluation.

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Employee's Signature

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Date

The \_\_\_\_\_ Public Schools endorses the concept that evaluation is a means of growth and through a professional approach to evaluation by the appraiser and the appraisee more effective service will result.

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**SECRETARY EVALUATION INSTRUMENT**

Secretary: \_\_\_\_\_ Year in System: \_\_\_\_\_

School: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

A=Above Average: Surpasses the expected standards of performance.  
 S=Satisfactory: Meets or exceeds the expected standards of performance.  
 N=Needs Improvement: Meets minimal standards of performance; needs improvement  
 U=Unsatisfactory: Does not meet minimal standards of performance;  
 improvement is necessary.

**Performance Responsibilities**

- \_\_\_\_\_ 1. Greets visitors, students & staff in a professional manner.
- \_\_\_\_\_ 2. Facilities sign in for visitors
- \_\_\_\_\_ 3. Answers phone calls from students, parents, patrons and others in a cheerful business like manner.
- \_\_\_\_\_ 4. Enrolls/registers new students with proper documentation (Birth Certificate, Immunization Records, Proof of Residence or legal documentation)
- \_\_\_\_\_ 5. Request student records promptly and files them as received.
- \_\_\_\_\_ 6. Finalizes student withdrawal records and forwards record as requested.
- \_\_\_\_\_ 7. Maintains secretarial area in a neat and professional manner.
- \_\_\_\_\_ 8. Completes inventory and assimilates office supply & workroom/resource orders.
- \_\_\_\_\_ 9. Distributes building wide notes as needed.
- \_\_\_\_\_ 10. Collects time sheets and leave forms from staff & support staff as needed.
- \_\_\_\_\_ 11. Arranges for substitutes for staff, gives instruction upon arrival.
- \_\_\_\_\_ 12. Assists with moving staff to cover classroom when a sub is not available.
- \_\_\_\_\_ 13. Maintains and updates class lists, student records and information as needed.
- \_\_\_\_\_ 14. Assists principal with taking phone messages, handling correspondence, call parents, scheduling appointments as needed.
- \_\_\_\_\_ 15. Assists in supervision of students waiting in office for discipline or for parent pick-up.
- \_\_\_\_\_ 16. Manages the ordering and care of copy machines and workroom equipment.
- \_\_\_\_\_ 17. Sorts and distributes mail deliveries for staff.
- \_\_\_\_\_ 18. Records attendance for all students on Wengage, tracks absences, provides information to principal for notifications as needed.
- \_\_\_\_\_ 19. Makes phone calls to parents/guardians for students who are not in school and whose parents have not called the school to reports them absent.
- \_\_\_\_\_ 20. Checks the Wave daily to ensure no errors.
- \_\_\_\_\_ 21. Assists students, teachers & parents who come into the office requesting assistance.
- \_\_\_\_\_ 22. Assessing & providing first aid to students and staff as needed.
- \_\_\_\_\_ 23. Maintain & verify student health records, such as immunization records, allergy notices or other diagnosis that requires medication.
- \_\_\_\_\_ 24. Distribute medication to students as ordered by their medical provider

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**SECRETARY EVALUATION INSTRUMENT (Cont'd)**

- \_\_\_\_\_ 25. Maintains a high degree of confidentiality
- \_\_\_\_\_ 26. Composes and prepares correspondence and reports assuming responsibility for accuracy and free of typographical errors, improper spelling or grammatical errors.
- \_\_\_\_\_ 27. Performs other reasonable and proper duties assigned by the principal.

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_ I have seen this evaluation report.

\_\_\_\_\_ I wish to attach clarification statements.

\_\_\_\_\_ I request a plan for improvement in areas marked "N".

\_\_\_\_\_ I agree to develop a required written plan from improvement in areas marked "U".

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

The signature of the secretary shall not be construed to indicate agreement with the opinions of the evaluator. Rather, the signature of the secretary indicates that the secretary has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback on progress toward established improvement goals. Such documents shall bear the signatures of both the evaluator and the secretary and shall become a permanent part of this document.

Any written clarification statements offered by the secretary shall bear the signatures of both the secretary and the evaluator and shall become a permanent part of this document.



**SUPPORT PERSONNEL SUSPENSION  
DEMOTION OR TERMINATION**

The Hinton Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes 6-101.40 through 6-101.47.

For the purpose of this policy “support employee” means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or non-renewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent’s recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education, which special meeting shall be conducted no sooner than 10 days no later than 30 days after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Section 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excusive 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 employees 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 without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other 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 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 student.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within this 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. Violation of any district rule or policy
41. Violation of any administrative rule or order
42. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

**THIS POLICY IS REQUIRED BY LAW.**

**REDUCTION-IN-FORCE  
SUPPORT PERSONNEL**

The Hinton Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An Employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be named as set forth in the Reduction In Force Procedure reference 400.18.

Any necessary terminations shall begin by dismissing temporary, seasonal or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

- a. Assistants for handicapped students
- b. Bus drivers
- c. Classroom assistants
- d. Food service
- e. Maintenance/custodial
- f. Media/library assistants
- g. Office personnel/assistants

Supervisors and directors will serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Demotions in position shall follow the same procedure as terminations.

It is policy of the Hinton Board of Education that no employee shall work overtime without the prior approval of the appropriate supervisor of the superintendent. Employees may elect by written agreement to take compensation time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the appropriate supervisor or the superintendent.

When, at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a work week, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The purpose of compensatory time is to provide the superintendent/department head with an alternative to cash payment of overtime. A nonexempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the appropriate supervisor. The following guidelines apply to the accrual and usage of compensatory time:

1. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
2. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. A supervisor may direct that an employee use accrues compensatory time.

**OVERTIME AND COMPENSATION**

**500.10  
(2 OF 2 PAGES)**

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**OVERTIME AUTHORIZATION FORM**

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Name \_\_\_\_\_ Date \_\_\_\_\_

Job to be done \_\_\_\_\_

Reason for Overtime \_\_\_\_\_  
\_\_\_\_\_

Form Returned: Date \_\_\_\_\_  
\_\_\_\_\_ Signature of Worker

\_\_\_\_\_ Signature of Superintendent

Rate of Pay: (Reg.) \_\_\_\_\_ Overtime (OT): \_\_\_\_\_

# TIMEKEEPING NON- EXEMPT EMPLOYEES

500.11  
( 1 OF 1 PAGES)

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the timecard/sheet to indicate knowledge of recorded work time.

*The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met.*

Option 1:

Day/Date:

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
John Doe	8:00	12:03	1:00	5:01	8	

Total Regular Hours: \_\_\_\_\_

Total Overtime Hours: \_\_\_\_\_

Total Work Week Hours: \_\_\_\_\_

Timekeeper's Signature: \_\_\_\_\_

Option 2:

Employee Name:

Day	Date	Time In	Time Out	Total Hours
Sunday	5/2/15	-----		
Monday	5/3/15	8:00	12:03	
		1:00	5:02	8
Tuesday	5/4/15			

Total Regular Hours: \_\_\_\_\_

Total Overtime Hours: \_\_\_\_\_

Total Work Week Hours: \_\_\_\_\_

Employee Verification Signature: \_\_\_\_\_

**SECTION 600**  
**STUDENTS:**  
**CODES OF CONDUCT AND**  
**CONSEQUENCES FOR VIOLATIONS**



**STUDENTS VIOLATING ANY OF THE PROHIBITIONS SET FORTH IN THIS POLICY SHALL BE SUBJECT TO ANY DISCIPLINARY ACTION DEEMED APPROPRIATE, INCLUDING OUT OF SCHOOL SUSPENSION.**

**Note: The student handbook provided to students and parents at the beginning of each school year outlines the specific behavioral expectations and consequences relating to disciplinary matters at each school site, and is incorporated by reference as part of this policy. Parents and students shall sign an acknowledgment that they have received the handbook and agree to abide by its terms and conditions.**

**When and Where Applicable**

The student discipline policies shall be applicable to students committing infractions under any of the following conditions:

1. While the student is on school grounds, whether during school hours or during non-school hours;
2. While the student is being transported to or from school or school functions via District transportation;
3. While the student is attending and/or participating in any school function.
4. While the student is off-campus, if the infractions and/or the circumstances leading to the infractions:
  - a. Began on school grounds, whether during school hours or during non-school hours;
  - b. Began while in transit to or from school or school functions via district transportation;
  - c. Began while attending and/or participating in any school function whether on- or off-campus;
  - d. Cause or threaten to cause physical or emotional harm to other students, teachers or school personnel and/or impede order or discipline at school or the general welfare of school activities.
5. While the student is in possession of district-owned property, whether on- or off-campus, and commits the infraction with or through use of said school-owned property.

**Specific Prohibitions**

1. Weapons
  - a. It shall be unlawful for any person to have in his/her possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Oklahoma Statutes as "...any pistol, revolver, shotgun or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword,

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cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon be concealed or unconcealed,” except as provided below or as otherwise authorized by law.

“School property” as it relates to the weapons prohibition means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

- b. *Exception:* Firearms and weapons *are* allowed on school property and are deemed *not* in violation of this policy as follows:
  - i. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, provided such vehicle containing said gun or knife is driven onto school property only to
  - ii. transport a student to and from school and such vehicle does not remain unattended on school property;
  - iii. A gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program or competition;
  - iv. Weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of their duties and responsibilities.

## 2. Drugs, Alcohol and Tobacco

- a. Use, possession, dispensing, distribution, manufacture, or possession with intent to distribute, of drugs, of alcohol, or of tobacco in or on any District property, or at, in transit to or from, any school-sponsored function or event, is strictly prohibited.
  - i. Privately-owned vehicles on District property are subject to this policy.
  - ii. A “school sponsored function or event” is any activity which has been called for, or in the name of, any student or group of students and/or employees representing the school or any collection of schools where

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there are students and/or employees representing the District, regardless of its location.

- b. For purposes of this policy, the term “drugs” includes prescription drugs that are not lawfully prescribed to the student and/or that not taken as prescribed.
  - i. Students who must bring prescription drugs to school or school activities for dosing shall follow the policies relating to dispensing medications at school, found in the Student Safety and Health section of this policy, as a condition precedent to being exempted from the prohibitions on drug use.
- c. For purposes of this policy, the term “drugs” includes otherwise-legal substances or products not being used for their intended purposes (e.g., “huffing” of fumes from spray containers, etc.).
- d. With respect to the tobacco prohibition:
  - i. In accordance with 21 O.S. § 1242, any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco products and being by any police officer, constable, juvenile court truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other forms of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding Five Dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.
  - ii. In accordance with 21 O.S. § 21-1241, any person who shall furnish to any minor by gift, sale or otherwise any cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other forms of tobacco product shall be guilty of a misdemeanor and upon conviction therefore, shall be sentenced to pay a fine of not less that Twenty-five (\$25.00) nor more than Two Hundred Dollars (\$200.00) and be confined in the county jail not less than ten (10) days nor more than ninety (90) days for each offense.
  - iii. All persons, including students who have reached the age of majority, shall comply with the Smoking in Public Places Act, 70 O.S. § 63-1-1521 to 1527, which prohibits smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the school buildings and on the school grounds by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours from 7:00 a.m. to 4:00 p.m., during the school session or when class or any program established for students is in session.

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3. Harassment, Intimidation, Bullying and Threatening Behavior

- a. “Harassment, intimidation and bullying,” as defined by Oklahoma Statutes, means any gesture, written or verbal expression, electronic communication (i.e., “cyber-bullying”) or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
- b. “Harassment, intimidation and bullying” include, but are not limited to, gestures, written, verbal or physical acts, or electronic communications.
- c. Harassment, intimidation, bullying and threatening behavior are specifically prohibited at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.
  - i. “Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer (i.e., “cyber-bullying”).
  - ii. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
  - iii. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.
- d. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.
- e. The procedure for investigating reported incidents of harassment, intimidation, bullying or threatening behavior is as follows:
  - i. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student’s teachers or to the student’s school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.
  - ii. Upon notification of such an incident by the student or student’s teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence. The alleged incident shall be documented in writing by the principal. The investigation shall be made

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in a timely fashion. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.

- iii. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters.
- iv. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
- v. Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy.
- vi. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
- vii. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy.
- viii. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

#### 4. Sexual Harassment

- a. This school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of or by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject to the control of school personnel. For purposes of this policy, sexual harassment includes, but is not limited to:
  - i. Unwanted verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual

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- nature, and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- ii. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately.
  - iii. The making of graffiti which names a student or otherwise identifies a student is potentially slanderous. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- b. Specific Prohibitions for Administrators, Supervisors and Other Employees:
- i. It is sexual harassment for an administrator, supervisor, support personnel, or teacher to use his/her authority to solicit sexual favors or attention from students.
  - ii. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
  - iii. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), occurring during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
- c. Grievance Procedure – Report, Investigation, and Sanctions
- i. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. The grievance procedure found at Policy Number 1100.02 in this manual provides guidelines and additional information for making such claims.
  - ii. With respect to sexual harassment grievances:
    - Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
    - In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Principal has the responsibility of investigating and resolving complaints of sexual harassment involving students.

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

#### 5. Gang Activity or Affiliation

- a. It is the policy of the District that membership in or affiliation with gangs, secret fraternities or sororities, or in other clubs or groups not sponsored by established agencies or organizations, is prohibited.
- b. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.
- c. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.
- d. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension.

#### 6. Hazing

- a. “Hazing” means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, which activity is required or strongly encouraged as a condition of membership or as a “rite or passage” in any organization, regardless of whether participation is willing or not. Examples of hazing include, but are not limited to the following:
  - i. Whipping, beating or any other physical contact of an unwelcome or punitive nature.
  - ii. Branding, piercing, tattooing or the like.
  - iii. Forced calisthenics.

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- iv. Forced exposure to the elements, including forced nudity.
  - v. Forced consumption of alcohol, drugs, food or other substances.
  - vi. Activities which would include extreme mental stress such as prolonged sleep deprivation, prolonged isolation.
  - vii. Any other conduct which could cause extreme embarrassment or humiliation.
- b. No organization having student members which is sponsored by the district or which is permitted to hold meetings or other events on school district property, and no member of any such organizations shall engage in or participate in or directly or indirectly condition membership or consider as a “rite of passage” participation in or submission to any hazing activity. It is the responsibility of the organization and/or members thereof to ascertain from district administration whether any questionable activity or action is considered by the district to be hazing.
  - c. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.
  - d. Student organizations with members violating the prohibitions set forth in this policy shall forfeit all rights, privileges and recognition from the district for a minimum of one year and shall be referred to local law enforcement authorities for prosecution.
  - e. This hazing policy shall be considered a part of the bylaws or other organizational rules of all school district-sponsored student organizations.
7. Unauthorized Use or Possession of Wireless Telecommunications Devices
- a. Students shall be permitted to possess wireless telecommunications devices, including but not limited to cell phones, PDAs or similar devices, on the premises of this school district, in transit under the authority of the school, or at school district functions unless authorized according to school regulations, but they shall not be seen, heard or used at school. Exceptions may be made by the principal or superintendent upon request by the parent or guardian for purposes of medical necessity or in other appropriate circumstances.
  - b. Any unauthorized device found in a student’s possession will be removed from the student’s possession and disciplinary action will be taken in accordance with the procedures set forth in this policy. Students violating this policy may be suspended.
8. Acts of Misconduct
- a. All student behavior should be based on respect and consideration for the rights of others. Rules of conduct shall be developed cooperatively by the faculty and administration with student involvement as appropriate.



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- b. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.
- c. The following actions, in addition to the specified infractions outlined in the above sections, are also prohibited. Students engaging in such actions are subject to discipline, including suspension. This list is non-exhaustive. Other activities not set forth specifically in this section may also be subject to disciplinary action. It is the responsibility of each student to ascertain from district administration, prior to any questionable action, whether such action constitutes a district disciplinary offense. Discipline taken for actions listed below will be based on the severity of the actions and the circumstances surrounding the offense:
- i. Failing to comply with lawful directives or rules issued by school personnel or pursuant to school policies, rules and regulations, including defiance of the authority of a teacher, principal, bus driver, administrator or other school employee.
  - ii. Lying or giving false information, either verbally or in writing, to a school employee.
  - iii. Violation of any criminal or civil law, school or building regulation.
  - iv. Participating in or engaging in any activity which interferes with or disrupts the educational process. This includes maintaining an attitude and/or appearance through dress or conduct which interferes with or disrupts the educational process.
  - v. Violation of the school dress code.
  - vi. Physical altercation on the school campus or at a school activity, or while in transit to or from school, including assault, attempted assault or any acts which could reasonably cause injury, whether or not such altercation/acts result in injury.
  - vii. Verbal or physical assault, or attempted assault, violence or profanity, obscene gestures or sexual innuendo directed to an employee of the district, a visitor or another student.
  - viii. Extortion or the attempt to commit extortion through coercion, blackmail or through the use of threat or force.
  - ix. Damaging in any way property, real or personal, belonging to the district, its employees, students or visitors.
  - x. Committing, or attempting to commit, robbery or theft of any property belonging to the district at any time or of any property belonging to any employee or other student.
  - xi. Acts of licentious behavior, sexual misconduct or lewdness.
  - xii. Indecent exposure.
  - xiii. Any type of scholastic dishonesty, including but not limited to cheating, plagiarism and collusion.
  - xiv. Tampering with or altering school records in any way.

- xv. Tampering with school computers, servers or operating systems in any way.
- xvi. Leaving school grounds when not permitted to do so.
- xvii. Engaging in truancy or other unauthorized absences.
- xviii. Gambling.
- xix. Other misconduct deemed immoral or improper as determined by the administration.

9. Being in the Presence of a Student Committing an Infraction

- a. Students shall immediately remove themselves from any situation where a fellow student is or may be in violation of this policy.
- b. Any student found to be knowingly in the presence of another student violating this policy—whether or not directly participating in the violation—will also be considered to be in violation of this policy and subject to disciplinary action.

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## **Harassment Protocol and Harassment/Incident Report Form**

### **Hinton Public Schools Incident of Harassment Protocol**

#### **Prevention and Intervention**

All school personnel at each school site shall be required to complete annual professional development training in school harassment prevention, identification, response, and reporting. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

Hinton Public Schools is committed to providing annual training to students regarding identifying, preventing, addressing, and reporting incidents of harassment. Such educational programs may include, but are not limited to, student handbook, classroom discussion, assemblies, multimedia and presentations. The purpose of the educational programs is to assist students in the identification of harassment behaviors and reporting procedures.

#### **Signs of Harassment**

1. Keeping secrets Not talking as much as usual
2. Not wanting to be left alone with certain people or being afraid to be away from primary Caregivers, especially if this is a new behavior
3. Regressive behaviors or resuming behaviors they had grown out of
4. Overly compliant behavior
5. Spending an unusual amount of time alone
6. Change in eating habits
7. Change in mood or personality, such as increased aggression
8. Decrease in confidence or self-image
9. Excessive worry or fearfulness
10. Increase in unexplained health problems such as stomach aches and headaches
11. Loss or decrease in interest in school, activities and friends
12. Nightmares or fear of being alone at night
13. Self-harming behaviors

Hinton Public Schools will establish a Safe School Committee. Operational functions of the Safe

- School Committee includes but not limited to;
- Promoting positive social behaviors
- Raising awareness in schools about the dangers of harassment
- Planning and implementing prevention efforts
- Notify the school of unsafe conditions, possible strategies for avoiding harm, and other issues that compromise the maintenance of a safe school.

To prevent further incidents of harassment, targets of harassment should not be impacted directly or indirectly by the consequences assigned to the perpetrator. I.e moving the target/victim out of a particular class or activity.

## **INFRACTIONS SUBJECT TO DISCIPLINARY ACTION**

**600.01**  
(CON'T)

**\*\*This list does not reflect a sequence of events to follow in disciplinary actions.**

The school administration will receive additional training regarding appropriate consequences and remedial action for perpetrators, helping targets of harassment, and the district's strategy for counseling and referral for all those affected by harassment. Students will receive annual education regarding behavioral expectations, understanding harassment and its negative effects, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to district policy.

### **Reporting and Documenting Harassment**

The principal of each school site in this district shall be the primary point of contact to receive reports of incidents of harassment. The duties of the site administrator shall be as follows: 1. To receive, promptly review, and track reports of incidents of harassment; 2. To establish and maintain the confidentiality of reports of incidents of harassment as appropriate; 3. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees; and 4.. Any other duties deemed necessary by school administrators.

Students, parents, and staff shall be informed of the process for reporting incidents of harassment and encouraged to report all incidents of harassment. Incidents of harassment shall be reported on the "District Harassment Incident Report Form" which shall be made available to students at all times during regular school hours at the site administrators office.

If any person is aware of or sees a victim of harassment as defined in this Policy, such person must immediately report to the site administrator. Reports may be made anonymously; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Reports shall be made immediately to a building administrator by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target or perpetrator of harassment. Any written documentation of the alleged incident(s) shall be provided to the principal. If the harassment involves electronic communication, a printed copy of the communication as well as any identifying information, such as an email or web address, shall be provided to the principal.

### **Individuals Who May Report Harassment**

Incidents of harassment at each school site in this district may be reported by any student, parent, school employee. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of harassment shall be required to report the information to the site administrator. Failure by school employees to report incidents of harassment in accordance with the requirements of this policy may result in disciplinary action.

Privacy and confidentiality- Reports of harassment shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of harassment from retaliation.

Tracking reports of incidents of harassment. All reports of harassment shall be tracked using methods that will enable the site to identify emerging patterns of harassment over extended periods of time on district tracking log.

Notification to the parents or legal guardians- Parents and legal guardians of the reported victim of harassment and the parents or legal guardians of the reported perpetrator of the harassment will be notified within two (2) hours of receipt of the report of harassment and providing timely notification to the parents or

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legal guardians of a victim of documented and verified harassment and to the parents or legal guardians of the perpetrator of the documented and verified harassment.

**Family Responsibilities** - Parents/guardians are strongly encouraged to; 1. Report harassment when it occurs and complete a harassment incident report form; 2. Take advantage of opportunities to talk to their children about harassment; 3. Inform the school immediately if they think their child is being harassed; 4. Watch for symptoms that their child may be a victim of harassment and report those symptoms; and 5. Cooperate fully with school personnel in identifying and resolving incidents

### Investigating and Responding

The following procedures will be used by any person for the processing and resolution of a reported incident of harassment or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence. The procedure for investigating reported incidents of harassment or threatening behavior is as follows:

**Initiation of investigation** - Within twenty-four (24) hours of receipt of a report of an incident of harassment, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.

Upon receipt of an incident report and supporting evidence, the site administrator shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence. Please note that it is best practice to avoid interviewing alleged victim/perpetrator together and having them wait together or near each other before/during/after the interview process. Having them together in any capacity could further add to the misuse or abuse of power by the alleged perpetrator and add to the incident.

All investigations shall be documented on a form that includes, at a minimum, all of the following information:

- The date that the report of the incident was received by the site administrator;
- The date investigation of the report was initiated;
- The name and title of the individual(s) assigned to conduct the investigation;
- Identification of all individuals involved in the incident;
- Identification of all individuals who witnessed the incident;
- A summary of the details of the alleged incident;
- A list of documentation available to investigate the incident; (e.g., a written statement of a student victim, a written statement of student witnesses, medical information, incident forms, police reports);
- A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of the history of prior student behaviors; review of evidence;
- A determination of whether sufficient evidence exists to verify the occurrence of the alleged conduct;
- Identification of follow up actions taken with the victim(s) and offender(s);
- Identification of remediation implemented to address harm to the victim(s);
- Date and method of notification of parents/legal guardians of a victim(s) and offender(s) of completion and findings of the investigation.

If it is determined that the school district's discipline code has been violated, an administrator shall follow district policies regarding the discipline of the student.

Upon completion of the investigation, an administrator or superintendent may recommend that available community mental health care or other counseling options be provided to the student, if appropriate. This

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may include information about the types of support services available to the student harassment, 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 (FERPA) of 1974, the Health Insurance Portability and Accountability Act (HIPAA) 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.

Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified harassment. This information should be provided within 7 days of the conclusion of the investigation.

Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified harassment. This information should be provided within 7 days of the conclusion of the investigation.

Note: No formal disciplinary action shall be taken solely on the basis of a report. The Superintendent shall be responsible for enforcing this policy. A site administrator should notify the superintendent within one (1) hour of any report of harassment.

Upon completion of an investigation, a site administrator should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

### **Safeguards and Supports**

In conjunction with its disciplinary and investigatory measures, Hinton Public Schools shall work to provide appropriate safeguards and multi-tiered support for students and staff involved in harassment situations. Such resources shall include, but are not limited to;

#### **Safeguards**

- Consequences and remedial action for a person who commits an act of harassment
- Consequences and remedial action for a student found to have falsely accused another as a means of retaliation, reprisal or as a means of harassment

#### **Supports**

A strategy for providing counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, targets, perpetrators, and witnesses and family members affected by harassment

- Referral to outside counseling services
- Out-of-school programs

#### **Protocol**

1. Incident reported to site administrators.
2. Ensure student does not need medical attention.
3. Parents must be contacted if parents are not there when report made.
4. Site administrator contacts the Superintendent to begin an investigation.
5. Depending on the severity of the report; law enforcement and DHS will be notified for additional investigative measures discretion of school administration.
6. Site administrator performs interviews with perpetrator and/or witnesses. This is completely confidential.
7. Upon completion of the investigation, Hinton Public Schools will follow district policies regarding discipline.

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HINTON PUBLIC SCHOOLS

HARASSMENT / INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room \_\_\_\_\_ Location: \_\_\_\_\_

Student's Initiating Alleged Sexual Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student's Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Do you feel you need medical attention? Yes \_\_\_\_\_ No \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting                 |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments       |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing                 |
| <input type="checkbox"/> Staring / Leering       | <input type="checkbox"/> Damaging Property        |
| <input type="checkbox"/> Writing / Graffiti      | <input type="checkbox"/> Shoving / Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting / Kicking        |
| <input type="checkbox"/> Taunting / Ridiculing   | <input type="checkbox"/> Flashing a Weapon        |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation / Extortion |

Other \_\_\_\_\_

Describe the incident:

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_\_ Notes \_\_\_ E-Mail \_\_\_ Web sites \_\_\_ Video/audio tape \_\_\_

Staff Signature: \_\_\_\_\_

Parent(s) contacted: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Administrative response taken: \_\_\_\_\_

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HINTON PUBLIC SCHOOLS BEHAVIOR PATTERNS TRACKING FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

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DATE: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

\_\_\_\_\_



## DRESS & APPEARANCE REGULATIONS

600.02  
(1 OF 1 PAGES)

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Proper standards of dress and appearance reflect good judgment, poise, maturity and a business-like and purposeful atmosphere within a fine school. Students carry the burden of representing a good image for themselves, parents, teachers and visitors. Students should dress appropriately for all occasions and reflect the community's standards of health, safety and morality and shall not be violated nor shall the style of dress disrupt the learning climate of the school.

In choosing school attire, students and parents should give strong consideration to the effect such attire will have upon other students in the school. The wearing of the following apparel is prohibited.

1. Tank tops, muscle shirts, see-through shirts and blouses are not acceptable.
2. Bare-midriff blouses or shirts or those which are excessively low-cut are not acceptable.
3. The waist of any garment shall not be so low-hanging that bare skin or undergarments are exposed.
4. Satanic cult dress and related symbols;
5. Any garment (T-shirts, sweatshirts and other clothing) with profanity or suggestive slogans or slogans related to the purchase of and use of tobacco, drugs, sex and violence; T-shirts, sweatshirts and other clothing with double meanings which could be interpreted as vulgar or crude;
6. Footwear must be worn at all times.
7. Hats, headbands or caps shall not be worn inside the buildings.
8. Shorts and skirts that do not extend to the finger tips with arm hanging by their side;
9. Leggings and/or tights must be covered by apparel that meets the standard listed above.
10. Tank tops less than two (2) inches wide;
11. Clothing that reveals the chest or midriff, such as nets and undershirts; see-through, blouses, halters and tube tops;
12. Gang dress, such as bandannas and other gang associated symbols or colors/clothes or jewelry which display gang/cult identification;
13. Obscene, vulgar or excessive jewelry;
14. Torn, cut-up or slit clothing that is revealing or too excessive;
15. Pajama-type or bedtime wear or house shoes;
16. Spandex sportswear pants or shorts;

This regulation prohibits the following:

Hair dyed an unnatural occurring color; sunglasses worn in the building; any type of body piercing deemed to be a distraction to the educational process. Ear piercings are allowed with regular posts. (Ear rings with oversized post, eyebrow, tongue and lip rings are prohibited); any other clothing, grooming or piercing deemed inappropriate by the administration; tattoos deemed inappropriate by the administration must be covered.

In the event a student's attire is not mentioned specifically above but might be considered inappropriate, the building principal shall have final authority to determine whether a student's attire meets or does not meet District standards.

**Violation of the school dress code may result in disciplinary action.**

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The Hinton Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

1. In accordance with 70 O.S. § 24-102, the superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for the following:
  - a. Dangerous weapons;
  - b. Controlled dangerous substances;
  - c. Alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act.
  - d. Missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.
2. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shoes, hand coverings and head coverings shall be removed prior to or during the conduct of any warrantless search.
3. The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property.
4. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.
5. Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

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6. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

**STUDENT SEARCHES, CHECKLIST**

This checklist is to be used in conjunction with a student search incident.

1. What factors caused you to have a reasonable suspicion that a search of this student or the student's effects will provide evidence that the student has violated or is violating the law or rules of the school?

A. Eyewitness account:

1. By whom \_\_\_\_\_
2. Date/time \_\_\_\_\_
3. Place \_\_\_\_\_
4. What was observed \_\_\_\_\_  
\_\_\_\_\_

B. Information from a reliable source:

1. From whom information received \_\_\_\_\_
2. Date and time received \_\_\_\_\_
3. How was information received \_\_\_\_\_
4. Who received the information \_\_\_\_\_
5. Describe information received \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Suspicious behavior. Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Date and time search was conducted \_\_\_\_\_

E. Location (where search was conducted) \_\_\_\_\_

F. Reason given to student for search \_\_\_\_\_  
\_\_\_\_\_

G. Was student's consent requested? \_\_\_\_\_ Given? \_\_\_\_\_

**STUDENTS SEARCHES, CHECKLIST (CON'T)**

2. Reasonableness of search in terms of scope and intrusiveness

- A. What were (are) you searching for? \_\_\_\_\_  
\_\_\_\_\_
- B. Age and sex of student \_\_\_\_\_
- C. Exigency of the situation \_\_\_\_\_
- D. What type of search was (is being) conducted? \_\_\_\_\_  
\_\_\_\_\_
- E. Who conducted (is conducting) the search? \_\_\_\_\_  
Position: \_\_\_\_\_ Sex: \_\_\_\_\_
- F. Who witnessed the search? \_\_\_\_\_

3. Explanation of search

- A. Describe the time and location of the search \_\_\_\_\_  
\_\_\_\_\_
- B. Describe exactly what was searched \_\_\_\_\_
- C. What did the search yield? \_\_\_\_\_  
\_\_\_\_\_
- D. What was seized? \_\_\_\_\_
- E. Was anything released to police? \_\_\_\_\_
- F. Were parents notified of the search, including the reasons and the scope? \_\_\_\_\_

**STUDENT SEARCHES AUTHORITY TO TRANSPORT**

To Whom It May Concern:

This letter serves as confirmation that (insert name of employee) has been provided the authority to transport, for disposal, contraband collected from students in the \_\_\_\_ School District. The named employee has their school identification and this letter in their possession at all times during the transportation process. All items being transported for disposal are transported in a locked container. The employee has permission to transport the contraband from individual school sites to a centralized location within the school district or to local law enforcement.

Sincerely,

\_\_\_\_\_  
Superintendent

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possess a firearm at school, at any school-sponsored events, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent of designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board education at its next meetings.

Firearms are defined in the Title 18 of United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receive of any such weapon; (C) any firearm muffler or firearms silencer; or (D) any propellant charge of more than four ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes. Title 21, Section 1280.1 prohibits any person to have in such a person's possession on any public, or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearms or weapon as defined in Title 21, Section 1272 below:

“...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device, in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed.”

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individual with Disabilities Act and Section 504 of the Rehabilitations Act. If the violations if found by the students IEP team to be unrelated to the student's IEP team determines that the violation is related to student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school districts must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any students who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer ( for firearms ) or any term less than one calendar year (for weapons other than firearms)

as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

The Hinton Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the districts that students may be disciplined for any misconduct related to the program or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;  
The effect of the offense on other students;  
Whether the offense is physically or mentally injurious to other people;  
The manifestation of a disability;  
Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable on society generally, and in a school environment particularly. The involvement of student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm



14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning person's race ancestry, or country of origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to insure 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. The faculty may consider consultations with parent to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor this list reflect and order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment.
8. Requiring a student to make financial restitution for damaging property
9. Requiring a student to clean or straighten items or facilities damage by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstance.

Parent, guardians and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this districts shall have no reasonable expectation of privacy rights towards school officials, in school lockers, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicions.

Teacher, parents, guardians, and students are invited and encouraged to participate in the formulation of the disciplinary policies, rules and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

# CONTROL AND DISCIPLINE POLICY

600.06  
(1 OF 2 PAGES)

The Board of Education believes that the school's primary goal is to educate, to discipline. However, when the behavior of an individual student interferes with the right of the other, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114 provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measure. The following schedule shall not be used in determining discipline for a child on IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

## INFRACTION >MAXIMUM

## MINIMUM ACTION

1. Unexcused tardiness	-----refer to attendance policy----
2. Disruption of class or assembly	School Conference Parent Conference Suspension
3. Lunchroom misconduct	School Conference Parent Conference Suspension
4. Bus/playground misconduct	-----refer to Bus Conduct policy----
5. Negligence in completing homework	School Conference Parent Conference Suspension
6. Cutting class	-----refer to attendance policy----
7. Leaving school without permission	----refer to Leaving School Ground (Closed Campus) Policy--
8. Truancy	-----refer to attendance policy----
9. Tobacco on school grounds	School Conference Parent Conference Suspension
10. Drugs or alcohol possession	Parent Conference Suspension 1,2
11. Gambling	School Conference Parent Conference Suspension
12. Theft	Parent Conference Suspension 1,2
13. Assault-physical or verbal	Parent Conference Suspension 1,2
14. Fighting	Parent Conference Suspension 1,2
15. Destruction of property, vandalism	Parent Conference Suspension 1,2
16. Threats/harassment	School Conference Parent Conference Suspension
17. Extortion	Parent Conference Suspension 1,2
18. Refusal to obey school officials	School Conference Parent Conference Suspension
19. Possession of weapons or other items with the potential to cause harm	Suspension ,2

(1) May require counseling and rehabilitative efforts before reinstated in school programs

(2) May require notification of legal authorities.

Other possible corrective actions include warning students that continue infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placement, financial restitution, if necessary, and referral to social agencies, If appropriate.

Suspension alternatives may include in-house suspension on our out-of-school suspension. Refer to the Suspension policy for requirements for short-term suspension (1-10) and long term suspensions (11 or more days).

**THREATENING BEHAVIOR**

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of student in such way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or a written, verbal, or physical act. Such behavior is specifically by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
  - A. The student will be subject to an immediate suspension from school for minimum of three days.
  - B. The student’s parent(s)/guardian will be notified.
  - C. The Hinton Police Department shall be notified.
  - D. A. mandatory conferences will be held with the parents(s)/guardian, student, school officials, and others as deemed necessary. (“Others” may include, but not limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
  - E. The student must attend mandatory counseling with an appropriate counseling’s agency as determined by the school. The counseling agency will make recommendation to the school concerning the student’s re-entry to school.
  - F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student’s re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The students will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and succeeding semester.

The above shall not apply for any child on an IEP or Section 504 plan until such time as the student’s IEP team has determined that the infraction is in no way a manifestation of the student’s disability.

**REPORTING STUDENTS UNDER THE INFLUENCE OF OR  
POSSESSING ALCOHOLIC BEVERAGES OR TOBACCO OR  
CONTROLLED DANGEROUS SUBSTANCES**

**600.07  
(1 OF 1 PAGES)**

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It is the policy of the Hinton Board of Education that any employee who has reasonable suspicion that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages-including the legally non intoxicating beverages commonly referred to as 3.2 beer (low-point beer), or that said student is in possession of tobacco- or any controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every employee, of the Board of Education who has reasonable cause to suspect that a student is under the influence if, or has possession of, alcoholic beverages (including 3.2 beer) or has possession of tobacco, or an controlled dangerous substance, as defined by law and who reports such information to appropriate schools officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

The policy shall be distributed to every employee of Hinton Public School, receipt shall be acknowledgment in a form to be determined by the superintendent.

The Hinton Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Hinton Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

### PURPOSE AND INTENT

It is the desire of the Board of Education, administration, and staff that every student in the Hinton Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate to solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activity. (Sports, FFA, FCCLA, Band, Vocal, Cheerleading, 4-H, Academics, TSA, Prom, Yearbook, Drama, Field Trips and other activities deemed extracurricular by the superintendent. This policy is intended to complement all other policies, rules, and regulations, of the Hinton Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Hinton Public School District is a privilege. Students who participates extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school districts is contracted to follow the rules regulations of the OSSAA whose rules specifically state: a student under the discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purpose of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental and emotional harm cause by illegal drug use; to helps students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violations of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy. Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health and well-being of the student of the district, this policy has been adopted for use by all participants' students in grades 6-12.

### Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high-school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated methods to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.
4. **Random tests** are given weekly to participants from the pool
5. **Random selection basis** means a mechanism for selecting students for drug testing that:

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- A. Result in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
- B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.**
7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but 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.
8. **Performance-enhancing drugs** include 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 that can be lawfully purchased in over-the-counter transactions
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standard customarily established by the testing laboratory administering the drug use test.
10. **Reasonable Suspicion**, means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inference drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drug, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

#### PROCEDURE

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drug use which could have a harmful effect on the prospective athletes' health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide urine sample (a) at the beginning of each school year when the student enrolls in an extracurricular activity; (b) as chosen by random selection basis; (c) at any time requested based on a reasonable suspicion to be tested for illegal or performance-enhancing drugs, no student shall be allowed to practice or

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participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use for illegal drug and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis form a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of student's name to be drawn a random to provide a urine sample for drug use testing got illegal or performance-enhancing drugs.

In addition to the drug test require =d above, any extracurricular participant may be required to submit a drug test for illegal drugs or performance-enhancing drugs or the metabolites thereof at an time reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Any drug use test require by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimen, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimen, will be conducted to safeguard the personal and privacy rights of students to 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 restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds or urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance if 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 athletic director/sponsor 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 medication he/she has taken or is taking or another legitimate reason for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the as chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the same chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The used portion of a specimen that tested positive shall be preserved by the laboratory for a period of 6 month or to the end of the school year, whichever is short. Student record will be retained until the end of the school year.

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**CONFIDENTIALTY**

If the drug use for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedure for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test to determine whether the positive test result was produced by other than consumption of and illegal drug or performance-enhancing drug, under no circumstance will results from a drug test this policy be turned over to any law enforcement officer or agency.

**Appeal.**

A student who has been determined by the athletic director or designed to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee (s) shall then determine whether or the original finding was justified. There is no further appeal right from the superintendent's decisions and the decision shall be conclusive in all respect. And 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 not appealable.

**CONSEQUENCES**

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with Hinton Public Schools counselor and a session with a counseling's service provided by the school. Follow-up sessions maybe one or both counselors.
2. **Second positive test.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days.
4. **Self-referral.** A student who self-refers to the athletic director, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in an extracurricular activities. However, the student will be considered to have committed his/her first offense under the policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test** If participates student refuses to submit to a drug test under this policy, such student shall not be legible to participate I any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.





**Authority to Suspend Students**

In accordance with the policy of the board of education, the following regulations shall govern the suspension of the students from school.

The authority to suspend a student from a school in the school district is delegate to the respective building principal.

1. Any student may be suspended for:
  - Acts of immorality
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. § 163.2)
  - Possession of missing or stolen property of the property is reasonably suspected to have been taken from a student, a school employees, or the school during school activities.
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
  - Adjudication as a delinquent.
2. A full suspension shall not extend beyond the present semester and succeeding semester except for violations of the Gun-Free Schools Act which provides suspension for up to one calendar year or longer.
3. Except under the circumstances that require the immediate removal of a student or students, the parent(s) or legal guardians(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent has been removed from a public or private school in this state or any other state for such act, will be not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Student's suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for violent offense that is directed towards a classroom teacher shall not be allowed to that teacher's classroom without the approval of that teacher,

**Procedural Steps to Suspension**

Before a student is suspended from school, the principal of that school should consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as suitable alternative to suspension, both the student and the parents(s) shall be notified of the probation and the reasons therefor.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspensions, the ground therefor, and the right to appeal the suspension to the board of education. A student suspended out- of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less the districts may provide an educational plan. If a student is suspended for more than five (5) and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core unit shall consist of English, mathematics, science, social studies, and art. The plan shall be provided to the student's parent or guardian, and the parents and guardians shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

A suspended student may appeal the suspension according to the following procedures:

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedure shall govern the appellate process:
  - A. The student, or the student's parent(s) shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of student's to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parents(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. He suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - E. Decisions of the suspension appeals committee may not be appealed to the board education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) under the steps listed above, or the student's parents(s) may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to

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APPEALING SUSPENSION

3. appeal the decision to the board of education. The following procedure shall govern the appellate process:
  - A. The student, or the student's parent(s) shall notify the superintendent within ten (10) days following the suspension or the notice of intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent (s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The students shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE: 70 O.S. §24-101.3 (E) STATES THAT STUDENT WHO HAS BEEN SUSPENDED FROM A PUBLIC SCHOOL IN THE STATE OF OKLAHOMA OR ANOTHER STATE FOR VIOLENT ACT OR AN ACT SHOWING DELIBERATE OR RECKLESS DISREGARD FOR THE HEALTH OR SAFETY OF FACULTY OR OTHER STUDENT SHALL BE REQUIRED TO ENROLL SUCH STUDENT, UNTIL THE TERMS OF THE SUSPENSION HAVE BEEN MET OR THE TIME OF SUSPENSION HAS EXPIRED.**

**COMMUNICATION GUIDELINES  
NOTICE OF SUSPENSION  
(FOR UNDER 10 SCHOOL DAYS)**

*(PARENT OR GUARDIAN)  
(ADDRESS)*

DEAR *(PARENT OR GUARDIAN)*:

YOUR CHILD, *(NAME)* HAS BEEN SUSPENDED FROM *(NAME OF)* SCHOOL FOR *(NUMBER OF)* DAYS FOR THE FOLLOWING MISCONDUCT AND/OR VIOLATION OF DISTRICT OR SCHOOL RULES OR REGULATION:

*(DESCRIBE)*

YOUR CHILD HAS HAD THE CHARGES OF MISCONDUCT EXPLAINED TO HIM/HER AND HAS BEEN GIVEN THE OPPORTUNITY TO DISAGREE WITH THE CHARGES AND THE SUSPENSION. IT HAS BEEN DETERMINED THAT YOUR CHILD COMMITTED THE ACT(S) IN QUESTION AND SHOULD BE SUSPENDED.

YOUR CHILD MAY RETURN TO SCHOOL ON *(DATE)*. MAKE-UP WORK (WILL OR WILL NOT) BE GIVEN FOR THIS TIME. WHILE SUSPENDED, YOUR CHILD MAY NOT COME ON ANY SCHOOL CAMPUS EXCEPT WITH YOU FOR THE PURPOSE OF DISCUSSING CONDUCT. IF YOU HAVE ANY QUESTION, PLEASE CALL.

SINCERELY YOURS,

PRINCIPAL  
*(OR SUPERINTENDENT)*

**COMMUNICATION GUIDELINES  
NOTICE OF SUSPENSION  
(FOR UNDER 10 SCHOOL DAYS)**

(DATE)  
(PARENT OR GUARDIAN)  
(ADDRESS)

RE: PROPOSED SUSPENSION OF  
(NAME) FROM  
(NAME OF) SCHOOL  
DEAR (PARENT OR GUARDIAN):

I REGRET TO INFORM YOU THAT YOUR CHILD, (NAME), HAS BEEN TEMPORARILY SUSPENDED FROM SCHOOL PENDING A HEARING TO BE CONDUCTED BEFORE ME IN THE PRINCIPAL'S OFFICE. FROM THE INVESTIGATION, IT WAS DETERMINED THAT YOUR CHILD WAS INVOLVED IN THE FOLLOWING MISCONDUCT AND/OR VIOLATION OF DISTRICT OR SCHOOL RULES OR REGULATIONS:

(DESCRIBE)

THE PROPOSED LENGTH OF SUSPENSION IS (TIME).

(THE FOLLOWING LANGUAGE IS OPTIONAL)

YOUR CHILD IS ENTITLED TO A HEARING TO DETERMINE IF HE/SHE VIOLATED THE RULES IN THE MANNER STATES ABOVE AND WHETHER HE/SHE SHOULD BE SUSPENDED FOR MORE THAN TEN SCHOOL DAYS, NOT TO EXTEND BEYOND THE CURRENT AND THE NEXT SUCCEEDING SCHOOL TERM. IF YOU DESIRE A HEARING, PLEASE NOTIFY THE PRINCIPAL'S OFFICE BY (PHONE) WITHIN FIVE (5) DAYS; THAT IS, BY (DATE). IF YOU REQUEST A HEARING, IT WILL BE SCHEDULED AS SOON AS PRACTICABLE AT MUTUALLY CONVENIENT TIME. YOUR CHILD WILL REMAIN ON TEMPORARY SUSPENSION UNTIL THE HEARING IS HELD. IF YOU DO NOT REQUEST A HEARING WITHIN FIVE DAYS, YOU WILL WAIVE THE RIGHT TO A HEARING, AND THE PRINCIPAL WILL ENTER AN ORDER SUSPENDING YOUR CHILD FOR MORE THAN TEN SCHOOL DAYS IF HE/SHE DEEMS IT APPROPRIATE.

PLEASE BE ADVISED THAT A HEARING YOUR CHILD MAY BE REPRESENTED BY YOU, ANOTHER ADULT, OR AN ATTORNEY AND MAY SEEK TO REFUTE ANY ALLEGATIONS OF MISCONDUCT, IF HE/SHE IS REPRESENTED BY SOMEONE OTHER THAN YOURSELF, PLEASE ADVISE THE PRINCIPAL PRIOR TO THE HEARING.

AT A HEARING YOU AND YOUR CHILD MAY PRESENT ANY WITNESS OR DOCUMENTARY EVIDENCE IN AN EFFORT TO REFUTE THE CHARGES OF MISCONDUCT AND ON THE ISSUE OF A PROPER PUNISHMENT, IF IT DETERMINED THAT THE MISCONDUCT OCCURRED.

IF YOU REQUEST A HEARING, THE SCHOOL'S ADMINISTRATION WILL BE PROVIDED YOU WITH A LIST OF THE WITNESSES WHO WILL TESTIFY ON BEHALF OF THE ADMINISTRATION, TOGETHER WITH A SHORT DESCRIPTION OF THEIR TESTIMONY. DOCUMENTS MAY ALSO BE USED AT THE HEARING. IF SO, A COPY OF THE DOCUMENTS WILL BE PROVIDED TO YOU PRIOR TO THE HEARING.

A COPY OF THIS SCHOOL DISTRICT POLICIES REGARDING DISCIPLINE PROCEDURES IS ATTACHED TO THIS LETTER. PLEASE REVIEW THESE POLICIES. If you have any questions regarding the reasons for the proposed suspension or anything connected with the hearing, please call me.

Respectfully,

Superintendent

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**OSSBA POLICY SERVICES LEGAL NOTES:**

**If child is on an IEP, the federal requirements of IDEA must be applied regarding a suspension for more than 10 days.**

**SCHOOL SUSPENSION NOTICE  
COMMUNICATION GUIDELINE**

DATE: \_\_\_\_\_

SUBJECT: Suspension

TO: The parent of \_\_\_\_\_ (Name of Student)

Your child has been suspended from \_\_\_\_\_ School for \_\_\_\_ days. He/She cannot return to school until \_\_\_\_\_ (date).

On the day he/she return, he/she will report to the principal's office at 8:00 a.m. accompanied by parent/guardian.

Following is a brief description of the incident that resulted in the suspension.

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I have informed your child of his/her right to appeal this decision to the Superintendent of Schools if he/she feels that this action is incorrect.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Assistant Principal

Copy received by \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature



**NOTICE OF HEARING ON A SUSPENSION  
COMMUNICATION GUIDELINE**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

Please be advised that, pursuant to your request as received by the administration office, a hearing before the Hinton Board of Education has been set for \_\_\_\_\_

At \_\_\_\_\_, the \_\_\_\_\_ day of determination rendered as to the action taken by the administration of this school.

Your child is charged with violating the following school regulation: \_\_\_\_\_

\_\_\_\_\_

Oklahoma School Laws, Section \_\_\_\_\_.

Those witnesses who will testify on behalf of the administration are: \_\_\_\_\_

\_\_\_\_\_

You and/or your child may have legal counsel present at the hearing.

\_\_\_\_\_  
Superintendent

**OUT-OF-SCHOOL SUSPENSION  
EDUCATION PLAN GUIDELINE**

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

DESCRIBE IN DETAIL THE OFFENSE THAT THE SCHOOL ALLEGES WAS COMMITTED BY THE STUDENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHICH OF THE FOLLOWING DESCRIBES THE OFFENSE:

- \_\_\_\_ VIOLATION OF A SCHOOL REGULATIONS
- \_\_\_\_ IMMORALITY
- \_\_\_\_ ADJUDICATION
- \_\_\_\_ POSSESSION OF AN INTOXICATING BEVERAGE OR LOW-POINT BEER
- \_\_\_\_ POSSESSION OF MISSING OR STOLEN PROPERTY SUSPECTED TO HAVE BEEN TAKEN FROM A STUDENT, A SCHOOL EMPLOYEE, OR THE SCHOOL DURING SCHOOL ACTIVITIES.

IS THE PROPOSED SUSPENSION FOR LESS THAN SIX (6) DAYS? YES \_\_\_\_\_ NO \_\_\_\_\_  
(IF SO, THE DISTRICT IS NOT REQUIRED TO PROVIDE AN EDUCATION PLAN)

WHAT IS THE LENGTH OF THE PROPOSED SUSPENSION \_\_\_\_\_

(THE SUSPENSION CANNOT BE FOR LONGER THAN THE REMAINDER OF THE CURRENT SEMESTER AND THE NEXT SUCCEEDING SEMESTER.)

WHAT ALTERNATIVE IN-SCHOOL PLACEMENT OPTION WERE CONSIDERED?

- \_\_\_\_ ALTERNATIVE EDUCATION SETTING
- \_\_\_\_ REASSIGNMENT TO ANOTHER CLASSROOM
- \_\_\_\_ IN-SCHOOL DETENTION
- \_\_\_\_ OTHER (DESCRIBE): \_\_\_\_\_

WHY DID THE SCHOOL OR THE DISTRICT ADMINISTRATION DETERMINE THAT THESE ALTERNATIVE IN-SCHOOL PLACEMENT OPTIONS WERE NOT APPROPRIATE FOR THE STUDENT?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS THE STUDENT APPEALED THE DECISION? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF SO, HAS A FINAL DETERMINATION BEEN MADE AS TO THE STUDENT'S SUSPENSION?

**OUT OF SCHOOL EDUCATION PLAN GUIDELINES**

**600.11  
(2 OF 4 PAGES)**

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STUDENT'S CORE SUBJECT:

TEACHER:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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HOW WILL THE STUDENT'S ASSIGNMENT BE PROVIDED TO THE PARENT?

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HOW OFTEN WILL THE STUDENTS BE PROVIDED HOMEWORK TO COMPLETE?

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HOW OFTEN WILL THE STUDENT BE EXPECTED TO RETURN HOMEWORK ASSIGNMENTS?

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HOW WILL THE PARENT RETURN THE STUDENT'S HOMEWORK ASSIGNMENT TO THE SCHOOL?

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HOW WILL THE STUDENT BE GIVEN CREDIT FOR WORK THAT IS SATISFACTORILY COMPLETED?

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IS THE STUDENT ON AN I.E.P.? IF SO, ARE THE SERVICES PROVIDED IN THE EDUCATION PLAN UNDER IDEA BEING MET IN THIS EDUCATION PLAN? IF NOT, WHAT ADDITIONAL SERVICES WILL NEED TO BE PROVIDED TO MEET THE I.E.P.?

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IN WHAT EXTRACURRICULAR ACTIVITIES IS THE STUDENT INVOLVED?

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DOES THE DISTRICT PLAN TO ALLOW THE STUDENT TO PARTICIPATE IN ANY OF THE ABOVE LISTED ACTIVITIES? YES \_\_\_\_\_ NO \_\_\_\_\_ IF SO, ARE THERE RESTRICTIONS ON THE ACTIVITIES AND WHAT ARE THEY?

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WHAT STEPS HAS THE SCHOOL TAKEN IN THIS EDUCATION PLAN TO PROVIDE FOR THE EVENTUAL REINTEGRATION OF THE STUDENT IN THE SCHOOL?

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THE PARENT(S) OR LEGAL GUARDIAN(S) HAS BEEN NOTIFIED OF THE RESPONSIBILITY TO PROVIDE A SUPERVISED, STRUCTURED ENVIRONMENT IN

**OUT OF SCHOOL EDUCATION PLAN GUIDELINES**

**600.11  
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WHICH THE PARENT OR GUARDIAN MUST PLACE THE STUDENT AND BEAR RESPONSIBILITY FOR MONITORING THE STUDENT'S EDUCATIONAL PROGRESS UNTIL THE STUDENT IS READMITTED INTO THE SCHOOL AND HAS BEEN PROVIDED A COPY OF THIS EDUCATION PLAN AS FOLLOWS:

1. By hand-delivering a copy of this plan to the parent/guardian on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of person delivering the education plan to the parent or legal guardian.

- 
2. By certified mail, return receipt requested, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

3. By other means  
(identify): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal or Superintendent

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date:

## **STUDENT DISCIPLINE OUT-OF-SCHOOL GUIDELINES**

**600.11  
(4 OF 4PAGES)**

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The Hinton Board of Education recognized that out-of-school conduct of student's school within this districts is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within the district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time. Such activity include, but is not limited to, the following;

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities;

**Reference: 70 O.S. §6-114**

It is the policy of the Hinton Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody or any student on an individualized educational program(IEP) be administered corporal punishment.

At the beginning of the school year, parents and legal guardians will be provided the opportunity to request

the non-administration of corporal punishment to their children. If a request for the non-administration of corporal punishment has not been signed, the administration shall notify a parent or legal guardian that corporal punishment is being planned. At that time, the parent or legal guardian may request that corporal punishment not be administered.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

If an incident occurs and corporal punishment is imposed on a student with disabilities, the incident should be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the document shall be placed in the student's file and provided to the student's parent or guardian. For each incident, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the; school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a Behavior Intervention Plan (BIP) for the student.

**REFERENCE: 10 O.S. §7115**

**70 O.S. §6-113.1**

**70 O.S. §6-114**

**70 O.S. §13-116**

**Accreditation Standard 210:15-13-9**

## RESTRAINTS AND SECLUSION

It is the policy of the board of education that physical restraint and seclusion will not be utilized as an acceptable punishment for students. Students will be physically restrained only in the event that the child is an immediate threat to self or others. In such circumstance, the physical restraint will not include any action that could potentially restrict breathing or subject the child to physical injury.

Children that are on an Individualized Education Program (IEP) may be disciplined in accordance with a Behavioral Intervention Plan (BIP) that is included within the IEP. Each incident involving restraint or seclusion of a child on an IEP shall be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the documentation shall be placed in the student's file and provided to the student's parent or guardian. For each incident of seclusion or restraint, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a BIP for the student.

**REFERENCE: Oklahoma Accreditation Standard 210:15-13-9**

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept locked at all times. The school will provide the first lock for book lockers. They are kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker keys are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuable in their lockers. Students have no expectation of privacy concerning lockers, desks, or other school property. All students' lockers, desks, and other school property are subject to periodic inspection. When such inspection is announced, each student shall open his or her locker and remain present during the inspection.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

Students will need to sign for the keys to use on their lockers.

**Reference: 70 O.S. §24-102**



**Damages – Liability of Parents**

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). (23 O.S. § 10)

**Penalties to Parent for Child with Firearm at School**

Any custodial parent or guardian of a child under eighteen (18) years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding Two Hundred Dollars (\$200.00), or ordered to perform community service not exceeding forty (40) hours or both such fine and community service. To satisfy community service requirement, the court may give preference to work which benefits the school said child attends. Said penalty shall be an administrative penalty and shall not be recorded on the custodial parent or guardian's criminal record. The fine shall be payable to the court clerk to be deposited in the court fund. Nothing in this section shall prohibit the filing or prosecution of any criminal charge. (21 O.S. § 858).

## **STUDENTS: FEES, FINES, CHARGES**

**600.15  
(1 OF 1 PAGES)**

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In accordance with the policy of the board of education, the following areas will require payment of the fee, fine, or charge by the student.

1. Membership dues in student organization or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publication, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniform owned or rented by the districts.
6. Items of personal apparel which become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cars if applicable.
8. Fines assessed for lost, damages or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools or lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

**SECTION 700**  
**STUDENTS:**  
**ATHLETICS AND ACTIVITIES**

## STUDENT RIGHTS AND RESPONSIBILITIES

700.01  
(1 OF 2 PAGES)

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All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

### **Rights**

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### **Responsibilities**

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following an absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**700.01  
(2 OF 2 PAGES)**

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8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators, and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and others citizens of the school district.

**Requirements**

1. The Board of Education recognizes the importance of activities in the education program. Nevertheless, the Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.
2. Students may not miss a class more than ten (10) times in a school year for excused school-sponsored activities unless approved by the Activities Review Committee (ARC).
  - a. The ARC will be comprised of administrators and certified staff members designated each year by the superintendent.
  - b. The ARC shall be responsible for reviewing requests for attendance requirement exceptions and for recommending to the Board of Education any deviation from or amendment to the activities policy.

**Exceptions**

1. State and nationally sponsored activities. The guidelines set forth by the Oklahoma Secondary Activities Association and the State Department of Vocational Education will determine what constitutes a state and/or national activity.
2. School assemblies.
3. College visits and try-outs for college events. These will be counted as regular school-day excused absences.

**Procedures for Requesting Additional Activity Absences**

1. The activity sponsor for a student wishing to be absent for an activity after having ten (10) excused activity absences must submit a written request to the ARC for each additional absence.
2. The request shall explain the reason(s) why the sponsor feels that a student has earned the right to attend the activity.
3. The ARC will evaluate the request, along with the student's overall attendance record, grades in each class, disciplinary history and any other matters deemed relevant to the request.
4. After review, the ARC will determine if the student should be allowed to participate in the activity and will notify the activity sponsor of its decision.

**Scholastic Eligibility Requirement**

A student must be passing at least three regular classes on a week-to-week basis in order to be eligible for athletic and/or non-athletic school-sponsored functions, activities and events. Students must be in compliance with these requirements at the time they represent the school in an activity or an event. This requirement does not apply to group or organizational fund-raising activities.

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**Accidents**

A student accident report will be filed in the Principal's office if a student is injured at school.

**Accidents – Insurance (Liability)**

The school district and/or school officials will not be liable for accidents occurring in classroom instruction, and cannot pay expenses of injured persons, and cannot buy insurance therefore. Funds have never been appropriated by the State of Oklahoma for the purpose of the student insurance. Therefore, the Hinton Board of Education does not carry liability insurance, or any other type of insurance for the protection of the student in case of accident or injury.

All students are informed that if they wish insurance protection against injury or accident, or for liability insurance for protection against injury to others, they must secure insurance themselves. It is the responsibility of the parent of the student to provide whatever insurance protection is considered necessary without reference to the school. Students enrolled in industrial art-vocational programs, physical education, and competitive athletics should give serious consideration to their insurance needs at the time of enrollment in these classes.

Students enrolled in competitive athletics must have, on file in the school office, a signed parental release of liability form and a physical examination report. Information will be passed out to the students at the beginning of each school year about a student insurance policy for school children. The Hinton Schools in no way assumes the payment of the insurance claims and receives no funds or commission for the insurance company from written policies.

**Student Activity Eligibility**

In accordance with the policy of the Board of Education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules state that a student is eligible:

1. If the student will not be nineteen years of age before September 1<sup>st</sup> for athletic competition or if the student will not be 21 years of age before September 1 for non-athletic events.
2. If the student has on file, in the principal's or authorized director's office, a physical examination and parent's consent certificate for the present school year.
3. If the student has attended classes 90% of the time for the current semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or other valid reasons.
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester.
5. If the student has not been disqualified from a contest because flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (The principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.)

## ELIGIBILITY FOR ATHLETICS AND ACTIVITIES

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( 3 OF 4 PAGES)

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6. If the student has not participated in a contest under an assumed name.
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local Board of Education.
8. If the student has not participated in a contest where he/she has used his/her knowledge or skill for financial gain.
9. If the student has not attended school eight semesters in grades 9-12.
10. If the student's parent(s) or guardian(s) are bona fide residents of this high school district.
11. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes.

**Note: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.**

It is the policy of the Hinton Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Thursday, 8:30 a.m. If a student failing in any subject, the student may not participate in any school activity during the following week. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

The ineligibility will run from Monday thru Sunday.



**ELIGIBILITY FOR ATHLETICS AND ACTIVITIES**

**700.02  
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Biological Sex Affidavit

Hinton Public School

Biological Sex Affidavit Form

SB2 – Oklahoma statute: Section 27-105 of Title 70

SB2 – (Sen. Bergstrom and Rep. Hasenbeck) Creates the “Save Women’s Sports Act”, prohibiting biological male students from playing on athletic teams designated for females. The measure requires parents and guardians of students competing in school sports to sign an affidavit prior to the beginning of each school year acknowledging the biological sex of the student at birth. If there is a change in the status of a student’s biological sex, the parent or guardian must notify the school within 30 days. School-sponsored competitive athletic teams must be expressly designated as “Male”, “Female”, or “Coed”. Any student who is deprived of an athletic opportunity, suffers indirect harm due to a violation of the prohibition, or is subjected to retaliation for reporting a violation will have cause for legal action against the school, athletic association, or intercollegiate association. Prohibits the State Board of Education, the State Regents for Higher Education, and any school athletic association or intercollegiate association from taking action against a school that maintains athletic teams or sports exclusive to females. Schools suffering harm due to punitive action may also take legal action. Any causes of action must be pursued within two years of the alleged harm. Effective March 30, 2022.

**The measure requires parents and guardians of students competing in school sports to sign the following affidavit prior to the beginning of each school year acknowledging the biological sex of the student at birth. The affidavit must be submitted digitally to the Athletic Department through RankOne.**

My child is Under 18 years old: \_\_\_\_\_

My child is 18 years old or older: \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

The Hinton Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization.

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents of guardians of students will notify the school administration that they are giving permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

Pursuant to the provisions of 70 O.S. Section 24-105, the District shall notify parents each year about clubs and organizations sponsored by or under the direction of the school.

#### Scope of Policy

This policy applies only to clubs and organizations that are extracurricular and shall not apply to participation in clubs and organizations that are necessary for a required class of instruction.

Any club or organization shall not be prohibited or prevented from meeting, or forced to end or cancel any function when a student who is not authorized to participate or be in attendance is present.

#### Clubs and Organizations Defined

"Clubs and organizations" means a club or organization comprised of students that is organized and meets for common goals, objectives, or purposes, and that is directly under the sponsorship, direction and control of the school.

#### Notification Provisions

1. Notification shall be made as follows:
  - a. Inclusion in the student handbook; and
  - b. Posting on the school's website, if such a website exists.
    - i. In the event the district does not have a school website, notification shall be made in an alternative fashion to be determined by the administration.

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2. Notification shall contain the following information:
    - a. Name of the club/organization;
    - b. Mission/purpose of the club/organization; and
    - c. Name of the faculty advisor, if known.
  
  3. In the event any club or organization is formed after annual notification has been distributed, the district shall notify parents of any such additional clubs or organizations through the same means as the annual notification.

#### Parental Restriction of Student Participation

Parents may restrict children from participation in one or more student clubs or organizations. The procedure for parents wishing to withhold permission for their child/children to participate in one or more clubs or organizations is as follows: The parent shall notify the Superintendent in writing no later than ten (10) days after annual notification of clubs or organizations has been made, and no later than ten (10) days after notification of additional clubs or organizations has been made.

- a. The notification shall contain:
    - i. The name of the student(s) being restricted;
    - ii. The grade level of the student(s) being restricted; and
    - iii. The club(s) or organization(s) the student shall not be allowed to attend.
  - b. Notification of club or organization restriction is effective only for the current school year, and shall be required to be renewed by the parent for any subsequent school year where permission to participate in a club or organization is to be restricted.
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2. In the event a parent has restricted a child/children for participation in one or more clubs or organizations, the parent shall be responsible for the following:
    - a. Preventing the child/children from participating in the club or organization;
    - b. Retrieving the child/children from attendance at a club or organization function where permission to participate has been withheld; and
    - c. Providing written notice to the Superintendent each school year of any clubs or organizations from which permission to participate has been withheld.

#### Establishing Curricular Clubs and Curricular Organizations Regulations

The rules for establishing a curricular club or curricular organization within the district are as follows;

1. A certified teacher must agree to serve as the sponsor of the organization.
2. The objectives of the organization must be consistent with the objectives and philosophy of the school district.
3. Objectives of the organization must be submitted to the building principal.
4. The organization must receive the approval of the building principal.
5. Assurance must be given that no discrimination exists in regard to national origin, sex, or religious creed.

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6. The building principal must give permission for use of the school facilities.

**Extracurricular Activities Regulation**

In accordance with the policy of the Board of Education, these regulations) shall govern extracurricular activities in the public schools:

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school which causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities which are part of interscholastic athletics
4. Organized activities which are part of intramural athletics.
5. All types of interscholastic competition.
6. Special Interest Clubs.

In an effort to provide a reasonable safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. All activities must be scheduled through the principal's office and placed on the calendar in the high school office. The calendar will reflect time, place, and time of departure.
3. Students may not ride in private vehicles to or from any extracurricular activity without signing a roster by the requesting student's parent or guardian and consent of the activity's sponsor.
4. Evidence of insurance shall be required for each student who participates in an athletic extracurricular activity.
5. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a D average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

**Extracurricular Activities Participation Requirements (Regulation)**

1. Absences

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- A. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Five additional absences may be granted by the absence review committee on a case-by case basis as appropriate. Absences for the following reasons will not be charged against the ten absence limit:
1. Participation in school sponsored state/national level contests by which the student earns the right to compete. (State Stock Shows (OKC & Tulsa), District and State Interscholastic Events, District and State PI Group Competitions, High School All-State Choir and Band Contests).
  2. Any activity held on campus, sanctioned by the principal.
  3. Serving as a Page in the Legislature.
  4. On campus visits by college representatives/vocational representatives.
  5. College entrance exams.
  6. Field trips in conjunction with a unit being taught in an academic class.
  7. Students excused to make appearances before local civic groups.
  8. Grade level field trips to area technology center.
- B. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
- C. The principal will keep or cause to be kept a record of those days or class period missed due to school activities. These records will be open for inspection by the student, parent, or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
- D. Any absence over the maximum of ten without written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.
2. Sponsor/Teacher Responsibilities:
- A. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.
  - B. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.
  - C. Sponsor/Teacher should check activity absentee list regularly in order to help students plan for their future absences.

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D. Sponsor/teacher should strive not to be absent from and class period more than ten times due to attendance at activities.

3. Criteria for earning the right to represent the school in activities or contests beyond ten days:

A. Athletics – Guidelines as set forth by Oklahoma Secondary School Activity Association for participation beyond district competition.

B. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

C. Vocational and 4-H:

1. Stock Shows – In qualifying to attend state and national shows, the students must meet the following criteria:

a. Own animal to be shown no less than 60 days prior to competition.

b. Must rank in top seven in a class at count to qualify for state show (Oklahoma City/Tulsa).

Absences due to attendance at state or national stock shows which do not meet the above criteria are chargeable to the ten activity absences.

2. Speech Contests:

a. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.

3. Judging Contests:

a. Students must participate in District contest in order to compete in state contest.

b. Student must have participated in a minimum of two contests which did not require school time before participation in a contest that requires school time (summer field-days, Saturday contest, etc.).

c. Team winning state contest will represent Oklahoma in national contest.

4. State and National Conventions and Conferences:

Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

**Extracurricular Activities Internal Activity Review Committee**

1. The board of education has established an Internal Activity Review Committee composed of:

A. Activities Director,

B. President of High School Student Council,

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- C. Representative of the Principals,
  - D. Representative of the Classroom Teachers,
  - E. Representative of the Fine Arts Department,
  - F. Representative of the Athletic Department,
  - G. Representative of the Vocational Department,
  - H. Representative of the Central Office Administration, and
  - I. Parent selected by the other committee members.
2. The committee shall be responsible for reviewing and recommending any deviations of the activity policy to make the board of education. In event that a board meeting shall not be available, the Superintendent shall make the decision and report to the board at the next regular meeting.
  3. In order for a student to request an exception to the ten day limit through the Internal Activities Review Committee, the student must meet the following criteria:
    - A. Grade point average of eighty with no failing grades at last nine week reporting period.
    - B. Must have been in attendance in each class eighty percent of the school year at time of request. All absences for any reason other than absences listed in exceptions will be counted.
    - C. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.
    - D. Request in writing for hearing be made one month in advance of absence by student and/or sponsor.
  4. Appeal of decision of internal activity review committee following initial hearing may be filed Hinton Board of Education:

Procedures for filing complaints are as follows:

- A. A signed written complaint must first be filed with the local Board of Education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the names of the students, dates, and classes missed which exceed policy statement, part A.
- B. The school district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.
- C. The monitoring team shall submit a written report to the superintendent and local board of education within ten school days of the on-site visit.

**Queen Candidates, Queens, Escorts, Captains**

1. Queen candidates will be chosen ONLY from grades 10, 11, 12 for the following queen positions: **a) Football, b) Basketball, c) Wrestling.**
2. Candidates will be selected by the athletes participating in that sport. Athletes will vote by secret ballot. Each class, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, will select 2 candidates. Queen candidates must be actively involved in and/or supportive of that sport (player, manager, cheerleader, band member, attend games, etc.). Queen candidates will be selected and announced approximately two weeks prior to Homecoming.
3. All students in grades 9-12 will vote, by secret ballot, for Homecoming Queen.
4. Escorts will be appointed or chosen in a manner, which the head coach of each sport believes is best for his or her program.
5. Students may be selected as a queen candidate no more than two times per year. If selected queen, that student may not be a queen candidate again during the year.
6. Students participating in Homecoming must be eligible.



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**General Provisions**

1. The District believes that individual students can benefit physically and intellectually through their experiences in self-discipline and their contributions to team effort made possible through competitive sports activities.
2. It is the Board's policy to provide students with the opportunity for interscholastic athletic competition in a variety of sports and to provide qualified personnel for coaching and supervising individual sports.
3. The purpose of athletics is both educational and recreational. The athletic program encourages participation by as many students as possible and shall be carried on with the best interests of the participants as the first consideration. This shall be done without reasonable interference with other obligations in the school community.
4. It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a secondary school student body, and an important phase of good community-school relations.
5. However, the Board also believes that athletic education is an adjunct to the regular curriculum and that certain criteria must be met by each participant to ensure that no undue emphasis is placed in any one area. Students will be made aware of any and all participation requirements. No student will be permitted to participate in athletics unless such minimum criteria are met.

**Governing Body**

The school district is a member of the Oklahoma Secondary Schools Activities Association (OSSAA), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports it encourages. The eligibility of students to participate in the athletic program is determined in accordance with OSSAA regulations.

**Administrative Oversight**

1. The athletic program is an integral part of the curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
2. Those teachers having direct responsibility for the conduct of the athletic program of the school must conform with the guidelines of the general education program as laid down by the board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

3. Expenditures for the athletic program are largely from the school activity fund. Coaches of each sport shall submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the Superintendent for board approval and inclusion in the budget.

### **Safety Standards**

1. No student may start practice for any athletic team until he/she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.
2. The provision of insurance against accident or injury for students engaging in interscholastic athletics is solely the responsibility of parents/guardians of the students.

### **Head Injury and Concussion Prevention and Management**

Pursuant to 70 O.S. Section 24-155, and in an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, schools will work in conjunction with the OSSAA to educate coaches, students and parents/guardians about head injuries and concussions, the risks therefor, 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 school 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](http://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

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- 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 the District.
  5. 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 listed in 4, *above*, were met.

### **Behavioral Standards and Consequences for Violation**

Coaches have the responsibility of providing an atmosphere that is conducive to coaching their athletes. Therefore, athletes who become disruptive to the program shall be dealt with in a firm, but also fair and consistent, manner. The coach will first try to resolve any such situation, if circumstances permit, before dismissing any athlete.

1. Behavioral/Participation Standards
  - a. Athletes who quit or are dismissed from a sport will not be allowed to practice another sport until the current sport is over. The only exception to this rule is by mutual consent of the coaches involved in both sports. This rule applies to the current school year and current sports season.
  - b. School athletic equipment will not be given out to be used during the summer without the approval of the Athletic Director.
  - c. Game officials shall be treated with respect and participants will refrain from arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.
  - d. Participants must exhibit good sportsmanship with opposing coaches and players.
  - e. The use of profanity shall not be tolerated.
  - f. If a student loses his/her equipment he/she must reimburse the school for it.
2. Conduct Which May Warrant Dismissal From a Sport/Program/Team
  - a. Violation of any school rules, regulations or policies.
  - b. Conduct which jeopardizes the safety of others which includes:

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- i. Inappropriate behavior toward one's own, or opposing, team members and/or coaches.
      - ii. Showing disrespect to an official.
    - c. Habitual unexcused absences from practices, team meetings or events/games.
    - d. Membership by athletes in secret clubs, fraternities/sororities or other secret organizations.
    - e. Hazing.
    - f. Any other action or inaction the coach determines is severe enough to warrant removal from the sport, program or team.
  - 4. Appeal Rights Upon Dismissal from a Team
    - a. Appeal to Superintendent of Schools
      - i. Any athlete who has been dismissed from a team will have the right of appeal by making a written request specifying the reasons for the appeal to the Superintendent within three days from the date of the athlete's dismissal from his/her team(s).
      - ii. The Superintendent may uphold the original decision or reverse the decision, or may impose a different decision.
    - b. Appeal to Board of Education
      - i. If the athlete desires to make further appeal, and only after having appealed to the Superintendent, the athlete will have the right to make a written request within five days from the date of receiving a decision on the previous appeal requesting a hearing before the Board of Education.
      - ii. After hearing the appeal, the board shall issue a decision. The decision of the Board of Education shall be final.

**Tryout Procedures for Junior High and High School**

1. Tryouts are held in the spring of the prior year.
2. Candidates must be in good academic standing (i.e., meeting the scholastic eligibility requirement for activities and athletics as set forth in district policy) in order to try out.
3. Teachers will fill out an evaluation of the candidates prior to tryouts.
4. Cheerleader candidates must attend all scheduled practice sessions in order to try out. Exceptions to the above may only be made upon extenuating circumstances, and at the discretion of the administration.
5. Two out-of-district judges will evaluate and score the performance of each candidate at tryouts.
6. Tryouts will be conducted in a closed room with only the sponsors, judges and contestant in attendance.
7. The point where a natural break in scores occurs between candidates will determine number of cheerleaders selected for that year's squad.
8. There are fees and costs involved but fundraisers are offered to help with offset the cost.
9. Cheerleaders are required to attend cheer camp in the summer and weekly practices throughout the school year.
10. Junior high cheerleaders cheer at all football games and home basketball games.
11. High school cheerleaders cheer at all football games, basketball games, as well as some wrestling matches.
12. All OSSAA rules and regulations apply for cheerleading.

**More information will be given prior to tryouts.**

## **CO- CURRICULAR AND INTERSCHOLASTIC PROGRAMS**

**700.06  
(1 OF 1 PAGES)**

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The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills.

The Board believes that school citizenship, as reflected in student activities, is a measure of achievement of important school goals.

The Board recognizes that the greatest value to be derived from both curricular and extracurricular student school activities occurs when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis.
2. Require that student activity funds should be used for purposes which benefit the student body of the school.
3. Permit the formation approved of student clubs and other student groups organized to promote or pursue specialized athletic, social service, or social activities.

**Student Activity Eligibility**

This section will be eliminated for the 2020-2021 school year as senior trips will no longer be part of school activities.

The Hinton Public Schools currently allows graduating seniors the privilege of raising funds for and participating in a senior class trip. The following policy will govern eligibility for and regulation of senior trip activities:

1. Only those students who begin a school year classified as seniors may participate in senior class trip activities.
2. All trip participants must complete all graduation requirements and financial obligations to the senior class trip activities.
3. All class members are expected to participate in fund raising projects. The extent of participation shall be determined by the senior class sponsor.
4. Disciplinary situations that involve individual students that occur during the school year may result in exclusion from the senior class trip. Such exclusions may be made on the recommendation of the high school Principal.
5. Senior class sponsors are ultimately responsible for planning and arranging the senior class trip. A completed agenda of planned activities must be presented to the Board of Education not later than the October board meeting of each school year.
6. Trips planned will be limited to 300 miles one way.
7. The senior class may designate an amount of not more than \$100.00 per day of its class funds to be used by class members for individual expenses such as meals, gratuities, and souvenirs.
8. All fundraising activities must be approved by Hinton Board of Education.
9. All school rules and policies regarding student conduct shall be in effect during the senior class trip.
10. Class sponsors will take a \$300.00 emergency fund with them on the trip. Funds not used will be redeposited in the senior account.
11. The senior class may provide for all class members and sponsors one group-meal at class expense.
12. Monies raised in excess of the amount required for class activities will be transferred to the general fund refund account at the end of the fiscal year.
13. Senior class sponsors will be in charge of all trip-related activities leading up to an including the senior trip.
14. The senior trip will take place during the second semester and limited to one day and will be subject to board approval.

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The Hinton Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the Superintendent or Principal.
2. Submit a list of sources for the fund raising to the Superintendent or Principal.
3. Obtain approval for the project from the Board of Education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.

### **Raffles**

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit for school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fundraiser.

### **Administrative Guidelines for Raffles**

With passage of the Oklahoma Education Lottery Act in November 2004, public school accredited by the State Department of Education and parent-teacher organizations affiliated with a public school were granted the right to conduct raffles as a means to raise funds.

In order to conduct raffles in a legal and organized manner, these administrative guidelines shall be followed:

1. Participation in raffles is a voluntary act on behalf of the participant, and the contributions to participate in the raffle are considered voluntary.
2. A set of pre-numbered tickets must be issued. One tickets stub will be issued to the participant, and the school will retain the other ticket stub.
3. Schools and other related 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.
4. The Board of Education must approve all raffles conducted on behalf of the respective school.
5. School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
6. All funds received in connection with the raffle shall be accounted for in accordance with district activity fund procedures.
7. The owner of the winning ticket stub need not be present to win.



8. Cash and non-cash prizes may be used as raffle winnings.
9. The fair market value of the winnings must be disclosed. The winning prize for raffles will be limited to a fair market value not to exceed \$5,000.
10. Tax considerations must be followed. If the fair market value of the winning cash or non-cash prize is less than \$600, then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5,000, the winnings must be reported through the issuance of a 1099 to the IRS and recipient. Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.
11. Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.
12. Students who wish to participate in the raffle may do so before and after school.

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**Health and Fitness Curriculum**

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation will utilize classroom-based assessment or other strategies and will be in place by the end of the 2007 school year.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness, and wellness activities through age-appropriate activities. The time students participate in recess shall not be counted toward the sixty minutes per week physical education requirement. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

**Cardiopulmonary Resuscitation Courses**

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

The Hinton Board of Education recognizes that concussion and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that youth information sheets are completed. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in evaluation and management of a concussion and receives written clearance to return to participation from that health care provider.

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**Student Organizations**

The Hinton Board of Education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups who wish to meet for the religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. The superintendent will establish whatever procedures are necessary to ensure equal access to student groups in this district and will approve student groups use of facilities to conduct meetings provided that:

- The meeting will take place during open forum. Open forum is defined as non-instructional time during lunch hour, after school or as determined by the building principal.
- The meeting is voluntary and student initiated. The superintendent and appropriate principal will be assured that only students are promoting such activities and that the students are participating of their own volition. Only students enrolled in the particular school may request meetings at the school.
- School authorities or district employees do not promote, lead or participate in such meetings. The superintendent or appropriate principal may assign personnel to supervise the meetings. Such supervision will not constitute sponsorship by the district of such meetings.
- The presence of school authorities or district employees or district personnel at student religious meeting is non-participatory in nature. Any presence of school authorities will be for the purpose of observation only.
- The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The school may deny facilities to students if such activities or meetings interfere, or are likely to interfere, with the instructional program.

1. The Board of Education may elect to reimburse part of all of the cost of the necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored co-curricular activities. Any such reimbursement shall be made at the sole discretion of the Board.
2. The Board must approve the function and the cost to be reimbursed prior to the activity. Application for reimbursement approval shall be in writing, containing an explanation of the event, date(s), time(s) and place(s) of the event and names of all sponsors and students involved in the event. A cost estimate shall also be included with the application.
3. If reimbursement of meal and lodging expenses for any co-curricular activity have been approved, a final accounting of actual expenses incurred shall be made to the Board of Education not later than one week after the activity has ended. Copies of all receipts shall be included with the accounting in order for it to be considered. Under no circumstances will the board reimburse any meals or lodging expenses without proper receipt documentation. The Board, upon receipt of required documentation, shall reimburse either the actual amount incurred, or the amount approved prior to the activity, whichever is less.
4. If the Board elects to reimburse part or all of the cost of the necessary meal and lodging expenses of an authorized school-sponsored co-curricular activity, such reimbursement shall be made from the General Fund, unless the Board specifies otherwise.

**SECTION 800**  
**STUDENTS:**  
**SAFETY & HEALTH**

1. In compliance with state law, found at 70 O.S. § 24-100, each school site will establish a Safe School Committee each year. Each committee is to be composed of at least seven members, with an equal number of teachers, parents and students, as well as a school official who participates in the investigation of reports of harassment, intimidation, bullying and threatening behavior. The committees shall study and make recommendations to the school principal regarding unsafe conditions, strategies for avoiding harm, victimization, crime prevention, school violence and other issues which prohibit maintenance of a safe school.
2. The Safe School Committee shall also study and make recommendations to the principal regarding student harassment, intimidation and bullying at school; professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying; and methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
3. A safety coordinator for the district will be appointed by the Board. The safety coordinator will be responsible for meeting with a committee made up of the principal of each school site and the safety committee chairman for each school site in order to review the suggestions made. The safety coordinator will then be responsible for reporting the findings and making recommendations to the Board and superintendent.
4. The safety of students shall be assured through close supervision of students in all school buildings and grounds and through special attention to the following:
  - a. Maintaining a safe school environment, the principal shall periodically inspect the physical condition of all buildings and grounds.
  - b. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
  - c. Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education.
  - d. Providing first aid care for students in case of accident or sudden illness.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
5. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet as needed.

Responsibilities of the Safe School Committee include, but are not limited to, the following:

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
4. Review the district's current safety policies and regulations and make recommendations to the Administration regarding any changes needed related to the Department of Homeland Security's threat Assessment level and required or proposed actions.

The principal shall give consideration to recommendations of the committee.



## **SAFETY PROGRAM**

It is the policy of the Hinton Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events. Written plans and procedures will be prepared for the protection students, faculty, administrators, and visitors from both natural and man-made disasters and emergencies. The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

No later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
5. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet by the first full week of September each year.

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## Development of Emergency Plans & Procedures

1. The Board of Education recognizes its responsibility to prepare for emergencies that may pose a threat to the well-being of the students. The District has developed plans and procedures for dealing with various emergency and/or disaster situations, including but not limited to the following:
  - a. Severe/Inclement weather
  - b. Evacuations
  - c. Lockdowns
2. Fire, tornado and lockdown drills shall be performed periodically throughout the school year in compliance with state law to provide students and faculty the opportunity to familiarize themselves with emergency procedures.
3. Each classroom shall have access to emergency procedures for quick reference.
4. Pursuant to state law, certain aspects of emergency procedures and drills may be kept confidential by the district as they pertain to security and student safety.

### Severe/Inclement Weather

1. Warnings for severe weather shall be made by the central office and will be announced over the public address system.
2. If the public address system is disabled, severe weather warning will be an intermittent ringing of the school bell.
3. In the event of a tornado warning, students and faculty shall follow the tornado drill procedures outlined for their respective buildings.

### Fire

1. In accordance with the policy of the Board of Education and Oklahoma law, fire drills will be conducted at least twice per semester.
  - a. The first drill shall be conducted within the first fifteen (15) days of the school year. The second drill must occur after the first thirty (30) days of the semester.
  - b. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly and quietly from any location within the building to an assigned evacuation area outside.
2. Fire alarms will be sounded in the event of a fire. If there is a power failure, a hand bell or alternative method of warning sound will be used.
3. The following fire evacuation rules and procedures will be complied with at all schools:
  - a. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day (s) of the school year.

- b. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.
- c. No person is to remain in the building during fire drills.
- d. Evacuation areas will be at least 100 feet away from the building.
- e. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- f. The teacher or other fire evacuation leader will be responsible for:
  - i. Assigning students to hold doors open, if their group is the first evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
  - ii. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or the principal's designee.
4. Fire drills will be observed by the vice- or assistant principals and a report made to the principal as to the time required to complete the evacuation.
5. The principal will provide the superintendent, or the superintendent's designee, with a report on all fire drills, including the time required for evacuation. The superintendent shall preserve such reports and make them available to the State Fire Marshal, or his/her agent, upon request.

### Bomb Threats

1. The fire chief and local law enforcement have established the following procedures to work in conjunction with the school district in the event of an actual bomb threat:
  - a. The school will notify the fire chief or the local law enforcement.
  - b. The school will be evacuated, and authorities will evacuate an area in a one-block radius around the school.
  - c. The school will be checked to ensure that everyone has been evacuated.
  - d. Authorities will establish a command post and they will notify OHP bomb personnel.
  - e. The time frame for the threat will be waited out.
  - f. After that, local law enforcement, local fire personnel and school faculty will re-enter the building to do a room-by-room search.
  - g. If a device is found, an OHP bomb team will be called to remove the device.

### Lockdowns

Pursuant to state law, at least two lockdown drills shall be conducted each school year, with additional drills conducted at the discretion of the superintendent, but not to exceed two per semester. No lockdown drill shall be conducted at the same time of day as a previous lockdown drill conducted in the same school year. Such drills shall serve the purpose of securing the

school buildings to prevent or mitigate injuries or deaths which may occur as the result of a threat on or near the school.

Notification and Crowd Control in Emergency Situations

1. District administrators or their designees shall be responsible for student control or crowd control and parental notification in emergency situations.
2. When necessary to maintain order, district officials will enlist the help of local law enforcement.
3. Notification to parents/public shall be made as quickly as the situation and the safety and security of students and faculty permit.

## **EMERGENCY/DISASTER PLAN AND REGULATIONS**

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

1. Severe weather
2. Fire
3. Terrorism
4. Missing student(s)
5. Suicide
6. Threatening persons
7. Weapons/explosives found on school site
8. Any other situation the Safe Schools Committee deems appropriate

The crisis/emergency plan will be kept on file at each school site and a copy will be provided to local emergency management officials. Additionally, the superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

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

The board of education shall receive yearly reports from the superintendent as to the status of all emergency plans, which reports shall identify and safety needs for the school district.

### **EMERGENCY PLANS (REGULATIONS)**

The board recognizes it is a custodian of the next generation. Consequently, this imposes the responsibility to provide facilities, equipment, and training to minimize the effects of a disaster. It is the responsibility of the district to develop a school emergency plan that will provide as much protection as possible for children while at school and on their way to and from school, and to provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety. Therefore, the following responsibilities are assigned:

## Emergency Plans and Procedures

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### Superintendent

1. Make annual recommendations for needed policy statements to the board.
2. Designate a staff member at each school site to act as school emergency coordinator.
3. Coordinate a school disaster plan with the local civil defense plan.
4. Act as liaison, or appoint a liaison, to coordinate with local civil defense and other officials.
5. Ensure a copy of the school disaster plan is filed at each site within the district.
6. Provide a copy of the district's plan to appropriate local emergency management officials.

### Each Principal

1. Be informed concerning his or her responsibilities for organizing and implementing the emergency preparedness program in the school.
2. Select and assign faculty members to various positions of responsibility in accordance with the school plan.
3. Request needed emergency preparedness supplies and equipment and ensure the maintenance and replenishment of emergency supply kits.
4. Inform parents concerning the emergency plan program of the school through student/parent handbooks or other distributed information.

### Each Teacher

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

## Custodians and Maintenance Personnel

1. Inspect facilities for structural safety and report defects.
2. Chart shutoff valves and switches for gas, oil, water, and electricity, and post charts so that other personnel may use them in an emergency.
3. Be prepared to assist in establishing school building security.
4. Be prepared to assist with emergency evacuations.
5. Be prepared to inspect the building following a disaster and report damage to the appropriate administrator(s).
6. Be ready to make emergency repairs to building services.

## Cafeteria Manager and Assistants

1. Maintain an adequate supply of food and water for emergency use.
2. Be prepared for feeding services under emergency conditions.

## Transportation Personnel

1. Ensure all vehicles are properly maintained and have at least a half tank of gas in the event of an emergency evacuation.
2. Be familiar with alternate routes of transportation from the school to alternate places of safety (police department, community shelter, local hospital, etc.)

### **DISASTER PLANS**

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in each school building in the district and at each local emergency management organization within the district. Annual reports will be presented to the board of education detailing the status of emergency preparedness and identifying safety needs for each school.

With respect to the size of the Hinton school system, there will be one (1) crisis team. The team will be composed of the superintendent, two teachers, school board members, two parents, and the P.T.A. officers. The superintendent will be the team leader and media liaison.

Local agencies, as well as media agencies, will be contacted in regard to disaster assistance when needed.

## Emergency Plans and Procedures

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In case of a disaster, the school will be used as the central office for coordination of activities stemming from the incident. If the school is not available because of the incident, the alternative site will be the Hinton Fire Department.

The P.T.A. will be contacted and used as a support system to help with contacting agencies, working with staff members, and arranging needed services to aid the school in a crisis.

Handout formats are to be used in the event of a disaster.

Decisions to be made by the team and team leaders should a disaster occur include the following:

1. How the staff, student body, and community will learn of the disaster.
2. How to most accurately and efficiently provide information.
3. Schedule changes.
4. Opening or closing of school and resuming normal routines.
5. Plans for shielding the children from the media if needed.

### **SAFETY PROGRAM (REGULATION)**

In accordance with the policy of the board of education, the following regulation supports and implements the board's policy concerning workplace safety and shall apply to the safety program of this school district:

#### Safety Coordinator

1. A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.
2. The coordinator will arrange for safety classes to be provided to all school district employees each quarter. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards shall be exempt from such safety classes or instruction.
3. Special training for certain classes of employees, in any designated by the Oklahoma Commissioner of Labor will be administered within the district or by the Caddo-Kiowa Technology Center in conjunction with the district.
4. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complain, or instituted or caused to be instituted any proceeding under or associated with this policy.



## Emergency Plans and Procedures

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5. Within 48 hours after the occurrence of an employment accident which is fatal to one or more employees or which results in the hospitalization of five or more employees, the Safety Coordinator, the superintendent, or other designated employee will report such accident in writing to the Oklahoma Department of Labor.
  6. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
  7. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of that department.

### Responsibilities of the Building and Grounds Department

1. Maintain an overall safety program in maintenance and operation of building and grounds.
2. Provide specialized assistance as requested by building principals.

### Responsibilities of Building Principals

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.
3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the building and grounds department.
4. Cooperate in the correction of defects reported by the district center buildings and grounds department or other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. Designate smoking areas.

### Responsibilities of Teachers and Counselors

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.

## Emergency Plans and Procedures

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5. Maintain good housekeeping practices to reduce hazards.
  6. Help students to understand and interpret the emergency preparedness plan to parents.

### Responsibility to School Nurse

1. Be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals.
2. Participate as a health resource person in faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness.
3. Assist the principal in determining the need for additional emergency supplies and equipment.

### Responsibilities of Other Employees

1. Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, pupils, or other persons.
2. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

### Responsibilities of the Safe Schools Committee

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at a school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs, utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

### Responsibilities of Students

1. Do not abuse or misuse any safety equipment such as fire extinguishers, fire blankets, alarm systems, etc.

## **Emergency Plans and Procedures**

**800.02**  
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2. False setting off the fire alarm, misuse of the fire alarm system, fire extinguishers or other fire protection equipment, or setting a fire in the building or on the school grounds shall be considered for expulsion.

1. At no time shall a teacher or principal excuse a pupil to leave the school during the school day with a person who has not been thoroughly identified as one authorized to take the child. Pupils should always be checked out through the principal's office.
2. In cases of divorced parents, if the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction must be filed with the school. Otherwise, it will be presumed that either parent may check the student out of school.
3. No staff member shall excuse any student from school prior to the end of the school day, or into the custody of any person, without the direct prior approval and knowledge of the building principal or designee.
4. The building principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parents or guardian. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
5. Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise.
6. The decision to dismiss school because of bad weather will be made by the superintendent after consultation with administrators responsible for transportation. Any such announcement will be made via radio and television. This will be on all three major TV stations.

# OFF CAMPUS CONSENT FORM

**800.04**  
**(1 OF 1 PAGES)**

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## HINTON HIGH SCHOOL OFF CAMPUS PARENT CONSENT FORM

STUDENT'S NAME \_\_\_\_\_  
LAST FIRST GRADE

PARENT'S NAME \_\_\_\_\_  
LAST FIRST PHONE

\*\*\*OFF CAMPUS LUNCH PRIVILEGES ARE JUST THAT, A PRIVILEGE, NOT A RIGHT. THE CAMPUS PRINCIPAL CAN REVOKE THE OFF CAMPUS LUNCH PRIVILEGE OF ANY STUDENT THAT DOES NOT MAINTAIN GOOD STANDING.

### **REQUIREMENTS TO MAINTAIN PARTICIPATION IN THE OFF-CAMPUS LUNCH PROGRAM**

- THE STUDENT MUST BE A HIGH SCHOOL STUDENT GRADES (9-12)
- THE STUDENT MUST MAINTAIN ACADEMIC ELIGIBILITY UNDER HINTON HIGH SCHOOL WEEKLY ELIGIBILITY POLICY.
- THE STUDENT MUST RETURN TO CLASS ON TIME FOLLOWING THE OFF-CAMPUS LUNCH PERIOD.
- A STUDENT MUST BE IN GOOD STANDING WITH THEIR BEHAVIOR AND DISCIPLINE.
- THE STUDENT MUST SUBMIT A SIGNED OFF-CAMPUS LUNCH PARENT CONSENT FORM; THE FORM REQUIRES A PRINCIPAL'S APPROVAL IF SUBMITTED AFTER (SEPTEMBER 1<sup>ST</sup>)

### **LOSS OF PRIVILEGE RESULTS WHEN:**

- THE STUDENT HAS A FAILING GRADE ON ANY ELIGIBILITY REPORT. PRIVILEGE WILL BE REINSTATED WHEN THE REQUIREMENT IS SATISFIED ON THE NEXT ELIGIBILITY REPORT. STUDENTS WILL BE PROVIDED DETAILS ON THE REINSTATEMENT PROCESS AT THE TIME THE PRIVILEGE/ID IS REVOKED.
- THE STUDENT REPEATEDLY HAS EXCESSIVE ABSENCES OR TARDIES FOLLOWING LUNCH AS DETERMINED BY ADMINISTRATION. ANY STUDENT ACCUMULATING MORE THAN 4 TARDIES, OR 3 TRUANCIES PER SEMESTER. STUDENTS ARE ELIGIBLE FOR REINSTATEMENT AT THE BEGINNING OF THE NEXT SEMESTER OF SCHOOL.
- THE STUDENT TRANSPORTS UNAUTHORIZED STUDENTS OFF CAMPUS; ADDITIONAL DISCIPLINE WILL OCCUR.
- ADMINISTRATION RESERVES THE RIGHT TO REVOKE THE OFF-CAMPUS LUNCH PRIVILEGE DUE TO VIOLATIONS OF THE STUDENT CODE OF CONDUCT.

### **PARENT CONSENT**

MY SON/DAUGHTER HAS MY PERMISSION TO LEAVE SCHOOL DURING THE 25 MINUTE LUNCH PERIOD. I RELIEVE THE HINTON SCHOOL DISTRICT I161 OF ALL RESPONSIBILITY OF HIS/HER SAFETY. I FURTHER UNDERSTAND THAT IF MY CHILD IN ANY WAY BREAKS THE RULES OF THE OFF-CAMPUS LUNCH PROGRAM OR VIOLATES THE HINTON HIGH SCHOOL STUDENT CODE OF CONDUCT HE/SHE IS SUBJECT TO DISCIPLINARY ACTION, WHICH MAY INCLUDE BUT NOT LIMITED TO THE LOSS OF THE OFF-CAMPUS LUNCH PRIVILEGE.

OFF-CAMPUS LUNCH IS FOR STUDENTS THAT MEET THE ABOVE REQUIREMENTS ONLY. THIS WAIVER PROVIDES MY PERMISSION FOR MY SON/DAUGHTER TO DRIVE OR RIDE WITH ANOTHER AUTHORIZED DRIVER TO GO OFF CAMPUS FOR LUNCH. BY SIGNING THIS DOCUMENT I WILL NOT HOLD THE SCHOOL (HINTON PUBLIC SCHOOLS) LIABLE FOR INJURY OR DEATH OF MY SON/DAUGHTER OR OTHER PASSENGERS IN THE VEHICLE. MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS OF THE HINTON HIGH SCHOOL OFF-CAMPUS LUNCH PROGRAM.

### **THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF SCHOOL OFFICE PERSONNEL.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
SCHOOL PERSONNEL SIGNATURE

Under Oklahoma law "abuse and neglect" means harm or threatened harm to a child's welfare by a person responsible for the child's health or welfare. Harm or threatened harm to a child's health or welfare can occur through:

1. Non-accidental physical or mental injury.
2. Sexual abuse.
3. Sexual exploitation.
4. Negligent treatment or maltreatment, including the failure to provide adequate food, clothing or shelter.

Suspected physical and sexual abuse cases are investigated by the County Department of Human Services. Each case is professionally evaluated to determine the necessity of treatment for the family. Criminal prosecution is not the primary purpose of the investigation or the reports made by the educator. The law provides immunity from civil liability and criminal penalty to all who participate, in good faith, in the making of a report or investigation, in physical and sexual abuse, or in any judicial proceedings resulting from such a report.

#### Reporting Procedures

Any employee of the school district suspecting child abuse or neglect shall notify the county Department of Human Services and/or the Office of the District Attorney at once.

#### School Procedures

School staff members may initially question the child to determine if the child's injuries resulted from cruel or inhumane treatment, sexual abuse, or malicious acts by the child's caretaker. However, in no case shall the child be subjected to undue pressure in order to validate suspicion of abuse. Validation of suspected child abuse is the responsibility of the Department of Social Services.

*Any doubt about reporting a suspected situation is to be resolved in favor of the child and report made immediately.*

The intent of this procedure for reporting child abuse and neglect is based on protecting the best interest and general welfare of children. Schools are in a unique position to help in the process, as they have a close and daily contact with children of school age.

## **REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT**

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using "Suspected Child Abuse Report Form".

The reporting obligations under this section are individual, and no employer, supervisor, or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

## **GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES INTERVIEWING CHILDREN AT THE SCHOOL**

The Hinton Board of Education recognized that the primary function of the Hinton Public Schools is to educate the students in a secure, non-threatening environment. For this purpose, the Board requests that interviewing of students by any outside agency at the school be kept to a minimum. The purpose of this policy is to assist the school representatives in fostering a trusting relationship with the parents of the students. Promoting trust and open communication with the parents is essential to the student's education. The following criteria are established to minimize the disruption to the student, while still protecting the student from any abusive situations arising outside the school setting:

- 
1. The principal/designee will inquire of the agency representative whether it is necessary to interview the student during the school day and on school grounds, and request that the interviewing be done outside of the school day if possible.
  2. All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal or designee.
  3. If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student. Identification should be requested from the person seeking to interview the student at school from any person unknown to the principal/designee. If the principal/designee is uncomfortable with the person seeking to interview the student, or that person's credentials, or if the principal/designee perceives that conditions or circumstances are not in the student's best interest, access to the student should be denied until further information or clarification can be obtained.
  4. It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.
  5. An agency representative may not physically remove a student from the school without a court order or prior notification of the parent.

### **QUESTIONING BY LAW ENFORCEMENT OFFICIALS**

The District strongly discourages on-campus questioning of its students by local, state and/or federal law enforcement authorities in absence of a valid warrant or in absence of exigent circumstances. Preferably, any such questioning should occur off-campus and not during the school day. However, situations may arise where cooperation with such authorities is necessitated and/or legally required. In situations where questioning must be done on-campus, the district will attempt to contact the parents/guardian of the student prior to questioning so that they may be made aware of the questioning and of the agency or agencies involved.



**SUSPECTED CHILD ABUSE REPORT FORM**

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I hereby acknowledge that I have statutory duty to report any suspected abuse to DHS. I further understand that merely filing this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools. The supervising administrator will also need to contact the DHS.

Describe the nature and extent of the suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any evidence of previous suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of persons present during the interview with the child: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of investigating social worker with the Department of Human Services (if known):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Signature of Supervising Administrator: \_\_\_\_\_

## **QUESTIONING BY LAW ENFORCEMENT OFFICIALS**

**800.06  
(1 OF 1 PAGES)**

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The District strongly discourages on-campus questioning of its students by local, state and/or federal law enforcement authorities in absence of a valid warrant or in absence of exigent circumstances. Preferably, any such questioning should occur off-campus and not during the school day. However, situations may arise where cooperation with such authorities is necessitated and/or legally required. In situations where questioning must be done on-campus, the district will attempt to contact the parents/guardian of the student prior to questioning so that they may be made aware of the questioning and of the agency or agencies involved.

A student attending school in the District who has been adjudicated as a juvenile offender for any offense subject to the Juvenile Sex Offender Registration Act (10 O.S. §§ 7308-1.1 through 7308-1.13) committed upon a student also attending school in the District shall, upon request by the victim, be separated—both at school and during school transportation—from the victim and the victim’s sibling(s).

The juvenile bureau (in counties where applicable) or the Office of Juvenile Affairs (in all other counties) shall be responsible for notifying the District of such adjudication. Upon receipt of notification, the District shall notify the parent/guardian of the victim of their right to request separation from the offender.

The victim shall have 30 calendar days to notify the District, in writing, that the victim wishes to be separated from the offender. Upon receipt of such written notice, the District shall take appropriate action to separate the victim and victim’s sibling(s) from the offender.

The offender shall be allowed by the District to be placed in another school within the district not attended by the victim or sibling(s). If there is not another school within the district, the offender shall be required to transfer to another district pursuant to the Open Transfer Act. Recommendation for placement of an offender on an IEP shall be governed by the offender’s IEP team pursuant to federal law.

Arrangement for and provision of transportation to/from school and school activities and any costs associated therewith as a consequence of this prohibition shall be the sole responsibility of the offender. The District shall not charge the offender for any existing modes of transportation that can be used by the offender at no additional cost to the District.

The decision of the victim shall be final and not reversible.

**REMOVAL OF JUVENILE SEX OFFENDER  
(PROCEDURES)**

Upon receipt of notice from the juvenile bureau or the Office of Juvenile Affairs, that a student in the school district was adjudicated of an offense subject to the Oklahoma Juvenile Sex Offender Registration Act, involving another student or siblings of the victim that are attending school in the district, the superintendent shall:

1. 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.
2. If the victim requests to be separated from the offender, the school district shall take all steps allowed by law to separate the victim and/or the victim's siblings from the offender. Steps that may be taken in this school district are as follows.
  - a. Inform the offender that they may seek an Open Transfer to another school district for the subsequent school year. This transfer would be subject to the policy on open transfer for the receiving district.
  - b. Provide the offender with a transfer to another school site within the district.
  - c. Placing the offender in an alternative education program.
3. The offender or the parents of the offender, if the offender is a juvenile, shall be responsible for arranging and paying for transportation and any other cost associated with or required for the offender to attend another school. However, the offender or the parents of the offender shall not be charged for existing modes of transportation that can be used by the offender at no additional cost to the school district.

(If the offender is a special needs student, please contact your school district's special education law attorney to determine what steps, in any, the district may legally take.)

Students suspected of having a communicable disease will be requested to obtain a statement from the County Health Department or a licensed physician concerning their current health status.

The Board reserves the right to seek medical advice concerning students who are suspected of having a disease of undetermined danger. Strong consideration will be given to what is in the best interest of the majority of students.

The board of education has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable 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 staff. Decisions about how best to provide educational services to those students will be made by the administration of the district with the advice available district/county health officials.

Communicable diseases will be evaluated on an individual basis considering three prime factors:

1. Degree of life threatening condition.
2. Degree of communicability.
3. Whether or not the disease has been or should be confirmed with laboratory documentation.

Students who are excluded from school will be placed on the homebound program until they are able to return to school.

Readmittance to school may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease.

Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which requires special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a person who is diagnosed as a carrier of the AIDS virus. On the other hand, from analogy to Hepatitis B, an agent of much greater transmission potential, it does not appear that school settings are likely places for virus transmissions. Precautions are reasonable, but they should be appropriate to the degree of risk.

### Philosophy

In dealing with a problem such as AIDS, this school 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 related conditions will not be subjected to the illegal discrimination but will be dealt with in a manner consistent with the school district's legal obligations to the infected student or employee as well as its obligation to all other students and employees of the school district.

### Nature of the AIDS Virus

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

### Transmission of AIDS

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

excrement--by an AIDS infected individual should be considered as a possible source of infection.

### Referral of AIDS Students

When school administrators learn that a student may have AIDS, the superintendent will refer the matter to the Oklahoma State Department of Health, and request that it convene a multi-disciplinary team for recommendation on school placement for the student.

The State Department of Health may convene a confidential meeting of a multi-disciplinary team for recommendation on school placement of a student who is infected with the human immunodeficiency virus. The multi-disciplinary team shall include, but not be limited to the following:

1. The parent, parents, legal representative, or legal guardian or legal custodian of the student;
2. The physician of the student;
3. A representative from the superintendent's office of the affected school district;
4. A representative from the State Department of Education; and
5. A representative from the State Department of Health.

Each member of the team shall be responsible for protecting the confidentiality of the student and any information made available to such person as a member of the team. The multi-disciplinary team shall be exempt from the requirements of Sections 301 through 314 of Title 25 of the Oklahoma Statutes and Sections 24A.1 through 24A.19 of Title 51 of the Oklahoma Statutes.

If the case is verified by medical authorities as the HIV virus and if there is a possibility that other students or employees might become infected from the AIDS student, the superintendent is authorized to arrange a safe, temporary placement for the student until permanent arrangements can be made.

Following a thorough analysis of the case, the multi-disciplinary team will make a recommendation as to whether and under what conditions the student should be permitted to continue in school.

If an alternative educational program is required, the program will be established on the basis of the recommendation of the multi-disciplinary team and using the procedural standards of Individuals with Disabilities Education Act (IDEA). At least once a semester, the school will arrange a meeting with the student's parents, the family physician, and a representative of the State Health Department to review the case and, if needed, make any adjustments in the student's program.

Protection of Other Students and Employees

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

Confidentiality of AIDS Infected Student Multi-disciplinary Team.

1. Unless otherwise provided by law, all information and records which identify any person who has or may have any communicable or venereal disease which is required to be reported pursuant to Sections 1-501 through 1-532.1 of Title 63, Oklahoma Statutes and which are held or maintained by any state agency, health care provider or facility, physician, health professional, laboratory, clinic, blood bank, funeral director, third party payor, or any other agency, persons, or organization in the state shall be confidential. Any information authorized to be released pursuant to paragraphs 1 through 7 of this subsection shall be released in such a way that no person can be identified unless otherwise provided for in such paragraph or by law. Such information shall not be released except under the following circumstances:
  - a. Release is made upon court order,
  - b. Release is made in writing, by or with the written consent of the person whose information is being kept confidential or with the written consent of the legal guardian or legal custodian of such person, or if such person is a minor, with the written consent of the parent or legal guardian of such minor,
  - c. Release is necessary as determined by the State Department of Health to protect the health and well-being of the general public. Any such order for release by the Department and any review of such order shall be in accordance with the procedures specified in Sections 309 through 323 of Title 75 of the Oklahoma Statutes. Only the initials of the person whose information is being kept confidential shall be on public record for such proceedings unless the order by the Department specifies the release of the name of such person and such order is not appealed by such person or such order is upheld by the reviewing court;
  - d. Release is made of medical or epidemiological information to those persons who have had risk exposures pursuant to Section 1-502.1 of this title;

Release is made of medical or epidemiological information to health professionals, appropriate state agencies, or district courts to enforce the provisions of Sections



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- 1-501 through 1-532.1 of this title and related rules and regulations concerning the control and treatment of communicable or venereal diseases;
- e. Release is made of specific medical or epidemiological information for statistical purposes in such a way that no person can be identified; or
  - f. Release is made of medical information among health care providers, within the continuum of care for the purpose of diagnosis and treatment of the person whose information is released. This exception shall not authorize the release of confidential information by a state agency to a health care provider unless such release is otherwise authorized by this section.
2. For the purposes of this section only, the words "written consent" shall mean that the person whose information is required to be kept confidential by this section or the person legally authorized to consent to release by this section has been informed of all persons or organizations to whom such information may be released or disclosed by the specific release granted. Releases granted pursuant to paragraph 2 of subsection A of this section shall include a notice in bold typeface that the information authorized for release may include records which may indicate the presence of a communicable or venereal disease which may include, but are not limited to, disease such as hepatitis, syphilis, gonorrhea and the human Immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS). Consent obtained for release of information, pursuant to paragraph 2 of subsection A of this section, shall not be considered valid unless prior to consent, the person consenting to the release was given notice of the provisions for release of confidential information pursuant to this section.

### Confidentiality Requirements

Protection of the confidentiality of information regarding HIV infected students is of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of AIDS students. The superintendent, in consultation with the multi-disciplinary team, will identify by name those employees who are to be given this information. The student's parents or legal guardian will be requested to give written consent to the notification of the identified employees. If consent is refused and the superintendent determines that the recommended placement cannot safely and effectively be implemented without notification, an alternative program will be recommended for the student.

The list of employees to be notified will be given to the principal who will be responsible for ensuring that only authorized employees are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When an HIV infected student is identified, the principal is to establish a separate file on that student to which only the principal and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.

Any person who negligently, knowingly or intentionally discloses or fails to protect medical or epidemiological information classified as confidential pursuant to this section, upon conviction, shall be guilty of a misdemeanor punishable by the imposition of a fine of not less than One Thousand Dollars (\$1,000.00) or by imprisonment in the county jail for not more than thirty (30) days, or by both such fine and imprisonment.

Any person who negligently, knowingly or intentionally discloses or fails to protect medical or epidemiological information classified as confidential pursuant to this section shall be civilly liable to the person who is the subject of the disclosure for court costs, attorneys fees, exemplary damages and all actual damages, including damages for economic, bodily or psychological harm which is proximately caused by the disclosure. (63-1-502.2)

Each member of the local school board having jurisdiction over the student shall also be responsible for protecting the confidentiality of the student and any information made available to such person as a school board member.

Hinton Public Schools will abide by the following:

Oklahoma State Law, Section 815 of Oklahoma School Code, entitled “School Attendance of Child Afflicted With Contagious Disease – Head Lice”

- A. Any child afflicted with a contagious disease or Head Lice may be prohibited from attending a public, private or parochial school until such time as he or she is free from the contagious disease or Head Lice.
- B. Any child prohibited from attending school due to Head Lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with Head Lice.”

## IMMUNIZATION REQUIREMENTS

800.11  
(1 OF 1 PAGES)

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No minor child shall be admitted to any public, private or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving, immunizations against diphtheria, pertussis, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

Exception: Any minor child, through the parent, guardian or legal custodian of the child, may submit to the health authority charged with the enforcement of the immunization laws of this state 1) a certificate of a licensed physician as defined in Section 725.2 of Title 59 of the Oklahoma Statutes, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or 2) a written statement by the parent, guardian or legal custodian of the child objecting to immunization of the child; whereupon the child shall be exempt from the immunization laws of this state.

Immunizations will be administered by a licensed physician, someone under the physician's direction or public health department. If the parents or guardians are unable to pay, the State Department of Public Health shall provide, without charge, the immunization materials required by this act to such pupils. The parents, guardian or person having legal custody of any child may claim an exemption from the immunizations on medical, religious or personal grounds.

## ADMINISTERING MEDICINES TO STUDENTS

**800.12**  
**(1 OF 7 PAGES)**

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It is the policy of the District that no drugs or medications of any kind be given to a student by school employees except:

1. Those prescribed by a physician; or
2. Necessary non-prescription medication.

If it is necessary for a child to take prescribed medication or necessary non-prescribed medication during school hours, a written consent note from the parent advising the time for it to be given and any other relevant instructions must be on file with the principal.

Any such medication must be in the original prescription container or, if non-prescription, in its original packaging.

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**ADMINISTERING MEDICATION TO STUDENTS**

It is the policy of the Hinton Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or in circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must in a container that indicates the following:
  - A. Student's name
  - B. Name and strength of medication
  - C. Dosage and directions for administration
  - D. Name of physician or dentist
  - E. Date and name of pharmacy and
  - F. Whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. Purpose of the medication
  - B. Time to be administered
  - C. Whether the medication must be retained by student for self-administration
  - D. Termination date for administering the medication and
  - E. Other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
    - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
    - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
    - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
    - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
    - E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy state will be provided to a parent or guardian upon receipt for long-term administration of medication.

**MEDICATIONS GIVEN AT SCHOOL  
(REGULATION)**

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.
2. The school nurse:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
  - B. Communicates between the physician, parent, student, and school personnel concerning medications;
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
  - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
3. Designated school employees:
  - A. Are responsible for knowing and following the policy and correct procedures outlined for administering?
  - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

The direct of health services will contact local physicians and pharmacists annually to remind them of the district's medication policy. Pharmacists will be asked to make a separate prescription container to be taken to school.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.



PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO: \_\_\_\_\_  
(Principal)

**HINTON PUBLIC SCHOOL**  
(School)

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of \_\_\_\_\_, a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize and request the school principal or \_\_\_\_\_ (an employee of the school district designated by the principal, and me) to:

\_\_\_\_\_ Administer \_\_\_\_\_, a non-prescription medication that I am hereby supplying you, in accordance with the written instructions of the child's physician that is attached hereto.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication that I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication that I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

\_\_\_\_\_ Permit the student to retain the medication on the student's person since the medication must be administered at unpredictable intervals throughout the day. A physician's statement that the student is capable of, and has been instructed in the proper method of, self-administration of medication is attached.

I understand that under state law, the board of education, the school district, or the employees of the district shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized or from the self-administration of medication by the student.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Day Month Year

\_\_\_\_\_  
(Parent with Legal Custody, Guardian, or  
Individual Assuming Permanent Care & Custody)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
WITNESS

**ADMINISTERING MEDICATION TO STUDENTS  
AUTHORIZATION**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ at Hinton Public School

Time to be administered: \_\_\_\_\_ am \_\_\_\_\_ pm

Date from: \_\_\_\_\_ to \_\_\_\_\_

**TO PARENT/GUARDIAN INDIVIDUAL ASSUMING PERMANENT CARE AND CUSTODY:**

Is the medication that you wish administered to you child prescription medicine? \_\_\_\_\_

If so, please provide the name of the medical doctor who prescribed the medication.

Is the child's disability or illness such that the medication must be self-administered by the child (asthma, etc.)? \_\_\_\_\_.

If so, the student's medical doctor should include a statement to that effect in the child's prescription. The parent or guardian must provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication.

Prescription medication must be furnished by the parent or guardian with the original label prepared and attached by a pharmacist. The label must reflect the name, strength, and dosage of the medication and whether or not the medication may be self-administered by a minor. Non-prescription medication must be in the original container that must reflect the name and strength of the medication.

This for must be signed by the parent/guardian of the child named herein. The signature of the prescribing physician may be required at the discretion of the medication administrator.

\_\_\_\_\_  
Signature of Parent/Guardian/Individual Assuming Permanent Care & Custody \_\_\_\_\_ Date

\_\_\_\_\_  
Physician's Signature (required for self-administration of medication) \_\_\_\_\_ Date



**SELF-ADMINISTRATION  
OF INHALED ASTHMA MEDICATION & ANAPHYLAXIS MEDICATION** **800.13**  
**(1 OF 2 PAGES)**

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Pursuant to 70 O.S. § 1-116.3, the Board of Education permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

Definitions:

1. “Medication” means 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.
2. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication and anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student’s self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
  - a. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
  - b. A written statement from the student’s physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the prescribed medication for such condition.
  - c. Acknowledgement from the student’s parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student’s self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.

**SELF-ADMINISTRATION  
OF INHALED ASTHMA MEDICATION & ANAPHYLAXIS MEDICATION 800.13  
(2 OF 2 PAGES)**

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3. Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 800.11, Dispensing Medications. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication—including but not limited to an epinephrine injector—at all times.

In accordance with state law (70 O.S. §§ 1210.196.1 through 1210.196.8):

Diabetes Medical Management Plans – Upon the District’s receipt of notification from the parent or guardian that their child is diabetic, the District shall work with students who have diabetes and their parents to develop a Diabetes Medical Management Plan (the “Plan”) for such students who will seek care for diabetes while at school or participating in school activities.

The Plan shall be developed by the personal health care team for the affected student. Such team is to be composed of:

1. The principal or designee;
2. School nurse (if the District has a school nurse on staff);
3. Parent/guardian of the student;
4. Student’s physician (to the extent the physician is able/willing to participate).

In the absence of a school nurse, the District shall make effort to seek out school employees to volunteer to assist with the Plan in the capacity of volunteer diabetes care assistants. Any such volunteers shall receive training prior to becoming a volunteer. The State Department of Health shall develop guidelines for such training.

Diabetes Self-Management and Care – In accordance with each student’s Plan as described above, the District shall allow the diabetic student to self-manage and care for the student’s diabetes, which may include the following:

1. Performing blood glucose checks;
2. Administering insulin;
3. Treating hypo- and hyperglycemia;
4. Possession by the student of necessary supplies/equipment for diabetes monitoring and care; and
5. Attending to the student’s diabetes management and care in the school buildings, on school grounds, or at school-related activities in areas the District shall deem appropriate and safe.

Diabetes Information Sheets – With the permission of the parent of a student with diabetes, the District shall provide to each school employee providing transportation to the student with diabetes or supervising a student with diabetes an information sheet:

1. Identifying the student with diabetes;
2. Identifying potential emergencies and appropriate responses thereto with regard to students with diabetes; and
3. Containing an emergency contact telephone number for said student.

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**DIABETES MEDICAL MANAGEMENT PLAN**

This plan was created by the personal health care team of Hinton Public School. This document sets out the Health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any are of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their Diabetes care as provided in this plan. The specific person assigned to assist this student is:

\_\_\_\_\_.

The parent or legal guardian has given written consent for a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant to provide diabetes care in accordance with state law requirements including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent or Guardian of Student

\_\_\_\_\_  
Principal (or designee)

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
Physician of Student

**( 3 OF 3 PAGES )**

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**DIABETIC STUDENT INFORMATION SHEET**

Please be advised that \_\_\_\_\_ has diabetes. The parents of the student have provided the school district with written permission to provide this information to all school employees who will be responsible for providing transportation services to the student or may be required to supervise the student.

1. Emergency contact.

If an emergency situation occurs, please contact: \_\_\_\_\_ at \_\_\_\_\_.

2. Potential emergencies that may occur with regard to this student include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This information is confidential medical information. Do not disclose this document or any medical information regarding this student to any person. Disclosure of this information shall result in disciplinary measure, which could include termination of employment.



The District is committed to the philosophy that healthy children perform better in school and are therefore more likely than unhealthy children to successfully complete their education. Additionally, healthy staff members can more effectively perform their assigned duties and serve as role models of appropriate wellness behaviors for the students in the District.

Reflecting this philosophy, the following Local Wellness Policy, in compliance with the requirements of Public Law 108-265, shall serve as a framework for the students, staff and patrons of the district illustrative of a sound commitment to local health and fitness:

1. It is the goal of the District to provide nutrition education, physical activity and other school-based activities designed to promote both student wellness and staff wellness. Such activities shall be undertaken in a manner that the Board of Education determines is most appropriate for the students of the District.
2. Guidelines selected by the District for all foods available on campus during the school day shall have the objective of promoting student health and reducing childhood obesity.
3. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766 (a)), as those regulations and guidance apply to schools.
4. The District shall measure implementation of the Wellness Policy, will assess regularly and update periodically. At least one person within the District shall be responsible for such measurement, ensuring that the District meets the guidelines and objectives of the Wellness Policy.
5. Wellness is an ongoing and dynamic process. As the Wellness Policy is developed, reviewed, implemented and updated, the District shall involve parents, students, representatives of the school food authority, the school board, school administrators and the public in this process. Recommendations shall be made regarding health education, physical education and physical activity, and nutrition and health services.

The Hinton School District recognizes the relationship between academic achievement and student health and wellness. This policy reflects the Hinton School District Board of Education's commitment to removing health-related barriers to learning by establishing health policy, health promotion and health education. The board values school-based activities designed to provide students with a school environment that supports and promotes wellness, healthy eating and an active lifestyle. The board recognizes the District role as part of the larger community, to model and actively practice the promotion of family health, physical activity and good nutrition.

### **Coordinated School Health**

The district adopts the Coordinated School Health Program model that is recommended by the Centers for disease Control and Prevention (CDC) for planning and coordinated school health activities. This model will help create a school environment that conveys consistent messages and is conducive to healthy eating, physical activity and wellness for all staff, students and their families.

The Coordinated School Health Program includes the following eight components: Health Education; Physical Education; Health Services; Family and Community Involvement; Counseling, Psychological and Social Services; Nutrition Services; Healthy School Environment and Health Promotion for Staff.

### **Health Education**

The District will implement Health Education Curriculum for all grade levels that follow the Oklahoma Academic Standards for Health/Safety Education (PASS Standards for Health/Safety) or National Health Education Standards.

Students will be presented with a wide spectrum of health information, delivered in different aspects throughout an instructional program with standards to grow student skillsets such as taking proactive role in preventing disabling chronic health conditions, unnecessary injury and disease along with health promotion, goal setting, decision making and taking responsibility for health enhancement, and to adopt health-enhancing attitudes and behaviors.

### **Professional Development**

The District will provide staff with educational resources and annual training in health and health-related topics.

### **Information and Promotion**

As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfasts for students.
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
-

Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.

- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

### **Nutrition**

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet or exceed the United State Department of Agriculture (USDA's) school meal requirements and the nutrition standards for competitive food and beverages, as well as follow principles of the Dietary Guidelines for Americans (DGA). Specifically, the District will ensure the following:

The Child Nutrition Program will serve the following: accessible, appealing, and attractive to all children, food high in fiber, free of added trans-fat, low in added fats, sugar and sodium, respectful of cultural diversity and served in appropriate portion sizes consistent with the USDA standards.

Child Nutrition Programs are accessible to all children. Students will be encouraged to start each day with a healthy breakfast. Healthy breakfast will be provided through the USDA School Breakfast Program.

- The District offers breakfast using various meal service options such as Breakfast in the Classroom, Second Chance Breakfast, Breakfast after the Bell, and/or Grab & Go Breakfast Carts in the hallway. The District will inform families about the availability of breakfasts for students.
- Meals served through the Child Nutrition Programs will: Be appealing and attractive to children of various ages and diverse backgrounds, and religious preferences (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods). Meals will be served in a clean, safe, pleasant, and supervised setting.
- Menu's will be reviewed by the Child Nutrition Director and other school nutrition professionals throughout the school year. Alternative menu options or menu foods and associated nutritional values will be based on a meal plan provided by a professional resource, such as the State Department of Education, the USDA, or other reputable resources.
- The District will post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in the school newsletter.
- The Child Nutrition Program will pursue partnership with local/regional farms to facilitate a Farm-to-School program and incorporating local and /or regional products into the school meal program. Meals served within the federally reimbursable meal program will be designed to feature fresh fruits and vegetables from local sources to the greatest extent possible.
  - Schools are encouraged to take field trips to local farms.
  - As part of their education, students will learn about agriculture and nutrition.
- Child Nutrition staff will be engaged in wellness activities and educational opportunities that support healthy eating behavior and food safety.

The District requires and annual training is provided to Child Nutrition Staff on basic nutrition, nutrition education, safe food preparation and nutrition standards for preparing healthy meals and snacks. The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors.

- Training and support are provided to enable Child Nutrition Staff to become full partners in providing excellent food to our students.
- Child Nutrition Staff will organize and participate in educational activities that support healthy eating behaviors and food safety.
- Safe, unflavored cool drinking water will be offered at no charge, without restriction, throughout the school day. Only low or non-fat varieties of milk will be allowed. Juice will be 100 percent juice with no added caloric sweeteners.
- Students will be allowed adequate time to consume meals, at least 10 minutes for breakfast and 20 minutes of lunch from the time they are seated. Recess before lunch will be encouraged to the greatest extent possible for the purpose of reducing food waste.
- Students are provided only healthy food and beverage options that meet USDA's Smart Snacks Standards, for food beyond the school food services (vending machines, school stores and food/beverages for snacks , celebrations, and after-school programs). The District will allow exemptions for up to 2 celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snacks Standards.
- The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resources on "Healthy Celebrations") and after-school programs (including celebrations).
- Food, beverages and candy will not be used to reward or punish academic performance or student behavior.
- The Oklahoma Department of Education prohibits the denial of school meals for disciplinary action.
- **Plain potable water is available at all times for free.**
  - Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
  - Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
  - All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).
  - Federal law requires that schools provide clean drinking water to students during meal time, in areas where school meals are served.

### **Nutrition Education**

The goal of nutrition education is to facilitate the adoption of healthy eating and other health-promoting nutrition-related behaviors. Nutrition education occurs in the classroom as well as in the larger school community.

- Nutrition education will be provided in all grades and will be integrated into core curriculum and will comply with state learning objectives and standards, including those related to Oklahoma Academic Standards for Health and the state's Health Education Act. In the classroom, it is included in the scope and sequence in core subjects, such as math, science, language arts, social sciences and elective subjects.
- Nutrition education will teach students the knowledge and skills necessary to adopt healthy eating and regular physical activity as part of their lifestyle.
- Nutrition education is coordinated with child nutrition services to reinforce messages on healthy eating. The school cafeteria environment allows students to apply critical thinking skills taught in the classroom.
- Students are provided the opportunity to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.)
- Nutrition education will educate students on what it means to eat healthy, consume the proper nutrients, and maintain a wholesome and balanced diet.
- Students will be educated on how to read nutrition labels and understand the problems associated with unhealthy food marketing to children.
- Nutrition resources that include learning opportunities which enhance health will be made available for staff.
- Nutrition education is provided to families and the community through communications with parents, educational workshops, homework materials, screening services and health-related exhibitions and fairs.
- Healthy eating behaviors are promoted through the use of multiple channels including: classroom, cafeteria and communications with parents.

### **Nutrition and Healthy Food Promotion**

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
- 
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

### **Nutrition Guidelines and Standards for Foods and Beverages Outside of School Meal Programs (Competitive Foods)**

- All competitive foods and beverages sold to students during the school day must meet or exceed the USDA's Smart Snacks Standards. The District, however, will allow 15 exemptions per site, per semester (15 exemptions less than the state allowed exemptions quantity), during the school year, during which the foods and beverages served are not required to meet the Smart Snack Standards. These exempted fundraisers cannot be held during normal meal service times to include breakfast and lunch. The District Wellness Representative will work with the Principals to track fundraising efforts at each school site.
- Students will be provided only healthy food and beverage options in vending machines, school stores and food/beverages for snacks, classroom birthdays, parties
- and celebrations. These foods and beverages will meet the following standards:

**Whole Foods:**

Fruits, vegetables, whole grains and related combination

Products (contain a total of  $\geq 1$  serving fruits, vegetables and/or whole grains) or non-fat/low-fat dairy

Snack foods offered to high-school students in after-school settings and activities are not required to meet this standard.

**Foods low in calories:**

Snacks are  $\leq 200$  calories per portion as packaged and

A la carte entrée items are  $\leq 350$  calories per portion as served and do not Exceed calorie limits on comparable National School Lunch Program (NSLP) Items.

**Foods low in fat:**

No more than 35% of total calories from fat

Exceptions to the standard are:

Nuts and seeds: fat content will not count against the total fat content of the product

Less than 10% of total calories from saturated fats

Zero trans-fat ( $< 0.5$ g per serving)

**Foods low in added sugar:**

100% fruits and fruit juices in all forms without added sugars

100% vegetables and vegetable juices without added sugars

8-oz. portion as packaged for elementary school

12-oz for middle/high school

Flavored nonfat and low-fat milk ( $\leq 22$ g of total sugars per 8-oz. serving)

Flavored nonfat and low-fat yogurt ( $\leq 30$ g of total sugars per 8-oz serving)

**Foods low in Sodium:**

Snacks have  $\leq 200$ mg sodium per portion as packaged or have  $\leq 480$ mg per entrée portion as served for a la carte items

**Caffeine-free foods and beverages:**

An exception is naturally occurring trace amounts of caffeine

**Water without flavoring, additive or carbonation**

**Plain, potable water is available at all times for free**

**\*\*High School only after-school hours**

At least 50% of the remaining available beverage choices must follow the criteria below:

Sugar-free, made with nonnutritive sweeteners or  $< 5$  calories per portion as

Packaged

Caffeine-free

Not vitamin-or nutrient –fortified (includes but not limited to vitamin waters, energy drinks, sports drinks)

With or without carbonation or flavoring

Examples of Foods and Beverages that Meet Criteria include:

Individual fruits-apples, pears, oranges

Fruit cups packed in juice or water

Vegetables-baby carrots, broccoli

Dried or dehydrated fruits-raisins, apricots, cherries

Low-fat, low-salt, whole grain crackers or chips

Whole grain, low sugar cereals

100% whole grain mini bagels

8-oz servings of low fat, fruit-flavored yogurt with  $\leq 30$ g of total sugars

Low sodium, whole grain bars containing sunflower seeds, almonds, peanuts or walnuts

Unflavored nonfat and low-fat milk

Flavored nonfat and low fat milk ( $\leq 22$ g of total sugars per 8 oz. portion)

100% fruit juice or low-sodium 100% vegetable juice

8-oz servings of low-fat or nonfat chocolate or strawberry milk with  $\leq 22$ g of

Total sugars

## **Physical Education**

The Hinton School District recognizes the importance of physical activity and physical education in promoting health and academic achievement and is an important part of a student's comprehensive, well-rounded education program that will positively impact life-long health and well-being. The District supports quality physical activity throughout the school day.

- Students will be given opportunities for physical activity during the school day by integrating physical activity into the curriculum.
- Teachers and other school personnel will not use physical activity as a punishment or withhold opportunities for physical activity (withholding recess or PE) as a punishment. . (This does not apply to participation in sports teams that have specific academic requirements.) The District will provide a list of alternative ways for teachers and staff to discipline students.
- Teachers and other school personnel are encouraged to use physical activity opportunities as rewards such as extra recess.
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.
- Schools will have recess before lunch in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.
- Students participating in Physical Education will be moderately to vigorously active for more than 50% of PE class time.
- The District will develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- Availability of proper equipment and facilities that meet safety standards are required.

- The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.
- Elementary students will participate in 150 minutes of Physical Activity per week.
- Activity will be through a minimum of 20 minutes of daily recess, daily physical activity integrated in the school day and physical education time , exercise programs, after-school athletics, fitness breaks, classroom activities, or wellness and nutrition education.
- All students (K-12) will be highly encouraged to participate in physical activity described above on a daily/weekly basis as recommended by the CDC and encouraged by the USDA.
- Middle and High School students (6-12) will participate in at least 225 minutes of PE per week throughout the school year.
- PE classes will have a teacher/student ratio comparable to core subject classroom size. PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.
- Only medical waivers/exemptions from participation in physical education will be accepted.
- The District will provide opportunities for participation in a broad range of competitive and non-competitive physical activities that help to develop the skill needed to participate in lifetime physical activities.
- District schools will have a walk or bike to school initiative and will promote National and International Walk and Bike to School Week/Day. School should engage parents in organizing adult supervised groups to facilitate safe walking and biking.
- The District will encourage students and their families to walk and bike to and from school.
- The District will work with local officials to designate safe or preferred routes to school.
- The District will provide bike racks for students, faculty, and staff.
- Training for all teachers on integrating physical activity into the curriculum will be provided. Some portion of this training will be incorporated into annual professional development.
- The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

### **Physical Activity Breaks**

The District will require schools to provide all students (K-12) short breaks (3-5 minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

### **Access to Facilities for Physical Activity after School Hours**

- The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. Students, parents and other community



members will have access to and be encouraged to use the schools outdoor physical activity facilities outside the normal school day. (*Senate bill 1882 ensures greater liability protection for schools who choose to open their facilities for recreational use*)

### **After-School Physical Activity and Screen Time**

After-school programming will do the following:

- Dedicate at least 20% or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Provide equal opportunities for children and youth with disabilities to be physically active.
- Encourage staff to join children and youth in physical activity wherever possible.

### **\*Fundraising B” – Incremental Step toward Best Practices**

*For schools not prepared to adopt best practices but highly interested in offering healthy foods, beverages and non-food items at school fundraisers, the following sample policy is provided as an incremental step toward future adoption of best practices policy.*

School fundraising activities that include the sale of healthy foods, beverages and non-food items is a public demonstration of the school’s commitment to promoting healthy behaviors among students, families and the communities at large, while helping clubs, groups or organizations meet their financial needs. Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks Standards will be permitted. The District, however, will allow exemptions for up to 2 fundraisers during the school year, during which the foods and beverages

sold are not required to meet the Smart Snack Standards. Importantly, these exempted fundraisers cannot be held during normal meal service times.

- Fundraisers sponsored by the school or that occur on campus during the school day will be supportive of healthy eating.
- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- For fundraising activities outside the school day, Clubs, Groups and Organizations should support children’s health and reinforce nutrition lessons. Our district encourages that fundraising activities should only include healthy foods and/or physical activity and/or not-food items. School fundraising activities that include the sale of healthy foods and non-food is a public demonstration of the school’s commitment to promoting healthy behaviors among students, families and the communities at large, while helping clubs, groups or organizations meet their financial needs.
- Our District will not allow food of minimal nutritional value to be sold.  
*(This policy does not meet the school fundraising policy element under community indicator 2 of Communities of Excellence in Nutrition and Fitness, Comprehensive Community Programs.)*

### **After-School Concessions and Fundraisers**

At least 50% of foods and beverages offered during the after-school concessions or as part of fundraisers held outside of school hours, must comply with the USDA's Smart Snack Standards.

### **School Gardens**

The District allows school gardens on District property and dedicates resources (i.e. land, water, containers, raised beds, etc.) for school gardens and/or has schools actively participate in community gardens **by dedicating the same resources as would be required for gardens on** District property. The District supports the incorporation of school or community gardens into the standards based curriculum as a hands-on, interdisciplinary teaching tool to increase knowledge and influence student food choices and lifelong eating habits. The district will support the sustainability of school gardens through activities that could include: fundraising, solicitation of community donations, and the use of existing resources.

### **Staff Wellness**

The District highly values the health and well-being of every staff member and support staff members in maintain a healthy lifestyle. The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, etc.) to assist in providing education, services, and resources for staff.

District staff will be encouraged to model healthful eating and physical activity habits to demonstrate support of healthy lifestyle habits to the students.

The District will do the following to support staff wellness:

- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations/agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and/or newsletters.
- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments and immunization clinics.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.
- Partner with community organizations or agencies to provide stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline 1-800-QUITNow
- Ensure access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow breastfeeding and/or breast milk to be expressed.

- The District will serve only those foods and beverages that meet Smart Snacks Standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- The District will promote walking meetings.
- The District will incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreational facilities.

### **Community/Family Involvement**

The district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The district support parent's efforts to provide a healthy diet and daily physical activity for their children. The district encourages parents to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet good nutrition standards for foods and beverages.

The District will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness or nutrition policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness or nutrition policy and let them know why their participation is important to the health and wellness of students and the broader community.

### **Marketing of food and/or beverages**

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

School-based marketing should be consistent with nutrition education and health promotion. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains and low-fat dairy products is encouraged.

Marketing includes the following:

- Advertising on any property or facility owned or leased by the school district or school and is used at any time for school-related activities (including school buildings, athletic fields,

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

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

### **Safe, Healthy & Fit Advisory Committee**

The District Superintendent or Designee will ensure the formation of a Safe, Healthy and Fit Advisory (or Wellness) Committee at each school site to formulate recommendations about the health and physical activity of students. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies. Below are the name(s), position(s), and contact information of the designated official(s) below.

. The committee shall:

- Meet on a regular basis – (*Four times per school year is suggested*).
- Study and make recommendations to the principal regarding health education, physical education, physical activity, nutrition and health services.
- Be composed of at least six members including: teachers, administrators, parents of students, health care professionals and business community representatives. The committee may be combined with the Safe School Committee.
- The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy.

### **Monitoring and Evaluation**

The District Superintendent and School Health Coordinator will ensure that each school compiles with the wellness policy. An assessment of the District’s Wellness Policy will be completed annually to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, a wellness committee will review nutrition and physical activity policies; provision of the environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The District will seek input from stakeholders on the development and seek recommendations based on: new techniques, proven strategies and guidelines which reflect emerging scientific knowledge relevant to the health of students and staff.

Parents, students, school nutrition representatives, teachers of physical education, school health professionals, the school board, school administrators, and the general public will participate in the development, implementation and periodic review and update of the District wellness policy.

The District will annually measure and make available to the public an assessment on the implementation of the District wellness policy, including:

**800.15**  
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- The extent to which schools under the jurisdiction of the District are in compliance with the District wellness policy
- The extent to which the wellness policy of the District compares to model local school wellness policies
- The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.
- Progress made in attaining the goals of the District wellness policy
- The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families homes, etc.).

**DISCIPLINARY ACTION FOR MISUSE OF  
SCHOOL BATHROOMS AND CHANGING FACILITIES**

**800.16  
(1 of 1 Page)**

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The board of education has adopted this policy to provide disciplinary action for individuals who refuse to:

- A. Use the multiple occupancy restroom or changing area designed for their Sex;
- B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one Sex;  
or
- C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their Sex;  
provided that such individual is authorized to be on the school premises.

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

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

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.

If a suitable meeting room or area is not available, a coach may enter a locker room before, during , or after a school sponsored athletic activity provided:

- 1. All students present are fully clothed:
- 2. The coach is accompanied by at least one additional adult at all times, and
- 3. If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present:

The adult addressed in enumerated item 2 and 3 shall not be a current high school student.

**Legal Reference: 70 O.S. Section 1-125.**



**SECTION 900**  
**STUDENTS: RESIDENCY, TRANSFERS**  
**AND TRANSPORTATION**



It is the policy of the Hinton Board of Education that the residence of any child for school purposes shall be the legal residency of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such a parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. An adult that does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113 (A)(1).)

#### Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate school education as provided to the other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to;
2. provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
3. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
4. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
5. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
6. A migratory child who is staying in accommodations not fit for habitation.
7. A child who has run away from home and living in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and who is staying in a hospital.
10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate living accommodations.
11. School-aged unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth may be waived at the discretion of the superintendent.
3. Customary transportation policies and regulations shall be waived.

4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be;
6. waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
7. Other barriers to school attendance by homeless youth shall be waived.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates \_\_\_\_\_ as residency officer. The residency officer may be contacted by calling the district at \_\_\_\_\_ or by writing to the residency officer at the following address, or by personally visiting the residency officer at \_\_\_\_\_.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency

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officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

**The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.**

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with **Child Welfare Agencies** when transportation is required to maintain children placed in foster care in school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, **Child Welfare Agencies**, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

### **Definitions**

"Foster Care" means 24-hour care **and supportive services provided to children** placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the **foster parent** has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case-by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors utilized in this determination include, but are certainly not limited to, the following:

1. **Safety considerations;**
2. **Proximity of the resource family home to the child's present school;**
3. **Age and grade level of the child as it relates to the other best interests factors;**
4. **Needs of the child, including social adjustment and well-being;**
5. **Child's performance, continuity of education and engagement in the school the child presently attends;**

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6. Child's special education programming if the child is classified;
  7. Point of time in the school year;
  8. Child's permanency goal and likelihood of reunification;
  9. Anticipated duration of placement;
  10. Preferences of the child;
  11. Preferences of the child's parent(s) or education decision maker(s);
  12. The child's attachment to the school, including meaningful relationships with staff and peers;
  13. Placement of the child's sibling(s);
  14. Influence of the school climate on the child, including safety;
  15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
  16. History of school transfers and how they have impacted the child;
  17. How the length of the commute would impact the child, based on the child's developmental stage;
  18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under section 504 who is receiving language services in a school other than the school of origin; and
  19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

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**HINTON PUBLIC SCHOOL DISTRICT FOSTER CARE PLAN**

Under the requirements of the federal Every Student Succeeds Act (ESSA) Section 1112(c)(5)(B) Title I educational stability provisions take effect on December 10, 2016. By such date, each school district shall have a Foster Care Plan developed and disseminated to all stakeholders.

In Section 1111(c)(5) of ESSA, the school district must collaborate with the Child Welfare Agency and Tribal Child Welfare Agencies (CWA) to implement the Title I educational stability provisions. Therefore, each school district shall develop a clear, written Foster Care Plan. As such, the Foster Care Plan for Hinton Public School District shall be as follows:

**1. LEA Point of Contact and responsibilities.**

The Superintendent will designate at least one person to serve as the Foster Care Point of Contact (POC). The POC may also be the homeless student coordinator. This designation will occur by December 10, 2016, and shall be updated annually. The name of this person will be turned into the OSDE through the online Grants Management System by September 30<sup>th</sup> of each year. If additional staff members are needed to meet the requirements, the superintendent will make assignments as deemed necessary. The POC will work in the best interest of the child to ensure that all educational requirements are being met.

The POC will work closely with the CWA to:

- Coordinate with the corresponding child welfare agency POC to implement Title I provisions.
- Lead the development of a process for making the best interest determination;
- Document the best interest determination;
- Facilitate the transfer of records and immediate enrollment;
- Facilitate data sharing with the child welfare agencies, consistent with FERPA and other privacy protocols;
- Develop and coordinate local transportation procedures;
- Manage best interest determinations and transportation cost disputes;
- Ensure that children in foster care are enrolled in and regularly attending school; and
- Provide professional development and training to school staff on the Title I provisions and educational needs of children in foster care, as needed.

**2. Decisions-making process.**

A committee will meet to determine if the school of origin is not in the best interest of each foster care child and appropriate placement of the child. The committee will be comprised of the site administrator or representative, the LEA's POC and a member of the CWA.

In emergency circumstances the CWA has the authority to make an immediate decision regarding the school placement and the consult with the LEA and revisit the best interest determination of the child.

In the event of a disagreement regarding school placement for a child in foster care, the CWA will be considered the final decision maker in making the best interest determination. The CWA is uniquely positioned to assess vital non-educational factors such as safety, sibling placements, the child's permanency goal and other components of the case-plan. The CWA also has the authority, capacity and responsibility to collaborate with and gain information from multiple parties including parents, children, schools and the court in making these decisions.

**3. The type of documentation or records that should be shared between parties.**

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in foster care in the school district without having the necessary paperwork (birth certificates, shot records, academic records, special education records, etc.). This is to help aid the student with a smooth transition into the district. The receiving school district will contact the school district of origin for the records and make adaptations as needed. After enrollment, the following guardianship or legal custody documents shall be provided for verification by the foster family or CWA:

- Power of Attorney
- Affidavit
- Court Order

Hinton School District will share education records with the CWA that are allowed by the Family Education Rights and Privacy Act (FERPA) and other state privacy laws. This allows educational agencies to disclose without parental consent educational records, including IDEA, of students in foster care to the CWA.

**4. Collaborative structure, such as regularly scheduled meetings, in which relevant individuals can participate in a particular process.**

The POC will meet with the site administrator, school counselor, classroom teacher and foster parent as needed to discuss the progress of the child in foster care and will document the results of meetings. All decisions will be made utilizing a collaborative team approach to determine what will be in the best interest of the child.

**5. The best interest determination document regarding the child's school placement (school of origin or the receiving school).**

Hinton School District shall utilize the following sample form from the Oklahoma State Department of Education in making a "best interest" determination for each child in foster care. The final determination as to what is in the best interest of the child will be made by the CWA.

Print on School Letterhead and Individualized for Each Student

Best Interest Determination Evaluation

Child's Name: \_\_\_\_\_  
Birthday: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
Current District: \_\_\_\_\_ Current Site: \_\_\_\_\_  
*Student will remain in the current school unless consideration of the following factors indicates a change of school placement is in the child's best interest (check all that apply.)*

School Of Origin	Receiving School	Other Previous School Attended
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Which school will better meet the relational needs of the child?

- Siblings
- Relationships with peers
- Relationships with staff

Describe the relationship connections at current school:

\_\_\_\_\_  
\_\_\_\_\_

List strategies for maintaining important connections should  
Other best interest determination be made:

\_\_\_\_\_  
Which school will better meet the individual academic needs  
and challenges of the child? Select all that apply:

- IEP
- 504 Plan
- Gifted Program
- Career Tech
- EI Services

Which school will better meet the social/emotional need and  
challenges of the child? Select all that apply:

- Social
- Emotional
- Safety

Which school will better meet the unique needs and interests  
of the child? Select all that apply:

- Extracurricular Activities
- Sports
- Other

Student will describe that areas of desire school involvement:



Which school will best meet the permanency goal and likelihood of reunification with parents or siblings?

Which school is more appropriate for the child's age and length of travel? Explain: \_\_\_\_\_

Describe the child's transfer history.

Which school does the student prefer to attend? Explain: \_\_\_\_\_

Which school does the caregiver or current placement provider Recommend the student attend? Explain: \_\_\_\_\_

Identify strategies for successful transition to new school and/or support In current school: \_\_\_\_\_

Supporting Documentation

Attach any supporting documentation used to determine best interest of child:

Report Cards - Progress Reports- Achievement Data (test scores)- Attendance Data- IEP/Section 504 Plans Other: \_\_\_\_\_

Determination

Based on the information provided and considering the best interest of the child, the team has Determined the following school is the most appropriate educational placement for the child:

Team Members:

LEA Representative: \_\_\_\_\_  
*Printed name* *Signature*

CWA Representative: \_\_\_\_\_  
*Printed name* *Signature*

Education Decision Maker \_\_\_\_\_  
*Printed name* *Signature*

Other: \_\_\_\_\_  
*Printed name* *Signature*

**6. Transportation procedures.**

Children in foster care will be entitled to transportation services in the same manner as all other children in the school district. In addition to regular transportation routes, the school district will collaborate with the CWA when transportation is required to maintain children place in foster care in a school of origin outside their usual attendance area or district when it is in the best interest of the student. Under the supervision of the superintendent, the POC will invite appropriate district officials, the CWA and officials from other districts or agencies to promptly arrange cost-effect transportation for the student.

**7. Responsibilities and cost related to student transportation.**

Hinton school district will collaborate with the CWA to develop and implement clear, written procedures governing how transportation is provided to maintain children in foster care in their schools of origin. The school district will also work with the CWA to reach an agreement in regards to covering the transportation costs. The agreement will cover how the transportation will be provided, arranged and funded for the duration of the child's time in foster care. Each agreement can/will vary greatly because the unique needs of each child should be considered in making the decision on transportation.

**8. Clear, written policies that will remove barriers to immediate enrollment and record transfers for children in foster care.**

Hinton board of education has modified existing board policy 900.01 Student Residency to eliminate any barriers to enrollment and/or transfer of educational records for children in foster care.

**STUDENT TRANSFERS**

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**HOMELESS STUDENTS**

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Students identified as homeless under the McKinney-Vento Act will be allowed immediate enrollment and transfer to the school district and will be eligible for school activities and curriculum. Under the Act, students must remain in their school of origin to the extent feasible, unless their parents prefer the local school. Feasibility is an individualized, student-centered determination.

## STUDENT TRANSFERS

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Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the first school business day of April. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed. A transferring student's application will be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

**STUDENT TRANSFERS**

By the first day of February, May, August and November, the board of education or designee shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

HINTON HIGH SCHOOL	CAPACITY	ENROLLMENT	AVAILABILITY
8th Grade			
9 <sup>th</sup> Grade			
10 <sup>th</sup> Grade			
11 <sup>th</sup> Grade			
12 <sup>th</sup> Grade			

HINTON MIDDLE SCHOOL	CAPACITY	ENROLLMENT	AVAILABILITY
5 <sup>th</sup> Grade			
6 <sup>th</sup> Grade			
7 <sup>th</sup> Grade			

## STUDENT TRANSFERS

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HINTON ELEMENTARY SCHOOL	CAPACITY	ENROLLMENT	AVAILABILITY
PRE-K			
KINDERGARTEN			
1 <sup>ST</sup> GRADE			
2 <sup>ND</sup> GRADE			
3 <sup>RD</sup> GRADE			
4 <sup>TH</sup> GRADE			

Capacity is the total number of students in-district and total number of transfer students including special population students.

Transfer student capacity (availability) is determined by subtracting current student enrollment for each grade level and each campus from the stated capacity above.

Students with an Individual Education Plan, IEP, served under the Individuals with Disabilities Education Act will refer to Board Policy FEH, Transfer for Special Education Students.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the 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 the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than  
Thirty (30) consecutive days.

## STUDENT TRANSFERS

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If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

### Appeal Process:

1. The student, and/or the student's parent/legal guardian(s), shall notify the appropriate building principal within ten (10) school days following the transfer denial, or the notice of the intent to deny future transfers of their intent to appeal the denial of the student's transfer. Upon notification, the principal shall reach out to the student and parent/legal guardian to set up an official meeting and seek to find a resolution.

### If Denied:

2. If a resolution could not be determined by the building site principal, then the student and parent/legal guardian(s) will reach out to the superintendent within ten (10) school days of the first meeting with the school site principal. The student and parent/legal guardian(s) will meet with the appropriate assistant superintendent to discuss possible solutions. The Director of Special Services will be included for students with a 504 or IEP.

### If Denied:

3. If a resolution could not be reached after meeting with the building principal, and then the superintendent, the student and/or student's parent/legal guardian(s) can continue the appeal process to the Hinton Board of Education through the Superintendent's office. This third appeal will be in writing and submitted to the superintendent or designee at least 10 days prior to the next school board meeting immediately following the appeal to the superintendent. The written appeal will then be addressed as paper appeal only in which the Student Transfer Appeal document will be presented along with a written explanation of denial by the building principal, superintendent and if applicable the Director of Special Services during the executive session of the regularly scheduled board meeting and a determination will be made by the board. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer. The student and parent/legal guardian will be notified of the decision the following day

**STUDENT TRANSFERS**

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If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident extracurricular eligibility requirements shall be determined and governed by Oklahoma State School Activity Association.

REFERENCE: 70 O.S. §1-114  
70 O.S. §1-113  
70 O.S. §5-117.1  
70 O.S. §8-101, et seq.  
70 O.S. §24-101, et seq.; §24-102  
Family Education Rights and Privacy Act  
Atty. Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. Oklahoma law regarding transfers will change again on January 1, 2022. A new sample policy has been created which addresses those changes that are effective with regard to student transfers on January 1, 2022.

**THIS POLICY REQUIRED BY LAW**



**STUDENT TRANSFERS**

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Student Transfer Appeal

Paperwork to be submitted to the Hinton Public Schools Board of Education, 708 N. Broadway Hinton, OK 73047

Date of 1st appeal: \_\_\_\_\_ School: \_\_\_\_\_ Principal: \_\_\_\_\_

Reasoning for denial:

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Date of 2nd appeal: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Reasoning for denial:

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Date next board meeting: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Reason for appeal:

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**TRANSFERS FOR SPECIAL EDUCATION STUDENTS****900.02A**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of [Section 18-201.1](#) of this title when calculating State Aid pursuant to the provisions of [Section 18-200.1](#) of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

**REFERENCE: 70 O.S. §13-103**

**School Bus Program**

The Board of Education shall provide school bus transportation to those eligible students within the District who live outside a one and one-half mile radius of the school. The provision of school bus transportation is not a right of students, but is a privilege extended by the Board of Education. Because the potential for property damage and personal injury is great, the district has established rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

**School Bus Safety Inspections**

The purpose of the school bus inspection is twofold. First, it is to determine that the equipment as purchased meets the minimum uniform standards set for school buses. Secondly, it is to see that the equipment is being maintained in such condition as to keep it safely and economically operable. In order to carry out this twofold purpose, the inspection must be a continuous process, not merely an annual or semi-annual affair. In addition to the local inspection, all buses must be inspected and approved annually at specified stations approved by the Department of Public Safety. The State Board of Education will designate official inspectors who are eligible to conduct inspections for school transportation equipment. The annual inspection is required to include, but is not limited to, the following:

1. Brakes
2. Steering
3. Front and rear wheel suspension
4. Exhaust systems
5. Wheels and tires
6. Windshield wipers
7. Horn or warning device
8. Proper adjustment of turn signals
9. Windshield
10. Glass and lighting equipment
11. Stop signal arms
12. Emergency exits and equipment

Each approved bus must show a dated approval windshield sticker. Also, the Transportation Section of the State Department of Education will visit each school in the state to inspect and approve school buses.

The most vital part of the inspection process is that carried on at the local level. This is a continuous, daily pre-trip inspection and report.

The daily inspection will include examination of tires, radiator, oil level, engine operation, brakes, lights, signaling devices, and definite check to see if exhaust system is free of leaks and tail pipe extends even with the bumper. After each daily inspection, the school vehicle driver shall be required to complete and sign a check sheet showing all defects and deficiencies that may affect the safety of the vehicle's operation or result in a mechanical breakdown. The sheets are to be filed daily with the supervisor of school but transportation. The daily safety check reports shall be kept on file 90 days and shall be kept available for inspection by authorized persons.

This system of school bus inspection will result in two benefits. First, regular inspections will forestall mechanical failures and thus avoid delays in transportation of students as well as costly repairs. Secondly, it will reduce the accidents that can result from mechanical failures. In consideration of these facts, no school bus driver or any person in any way responsible for the operation of school transportation system can afford to be without the protection of systematic school bus inspection report.

### **Transportation Department**

It will be the primary purpose of the Transportation Department of the district to provide transportation to and from school for students of the district as authorized by authorized by the laws of the State of Oklahoma. Provisions will also be made for miscellaneous transportation projects other than home-school trips as time and resources permit.

1. Drivers will not use tobacco while children are on the bus. The use of alcohol or the consumption of non-prescriptive drugs preceding or during the driving of a bus will be grounds for immediate dismissal.
2. Drivers will report for their buses at a time before the run starts as specified by the Superintendent.
3. Bus drivers must meet all state laws of certification and must carry license on their persons at all time.
4. Each driver will furnish each year, a Health Certification signed by a physician before August 1<sup>st</sup> of the beginning of the school year.

### **School Bus Drivers**

It is the policy of the Hinton Board of Education that all bus drivers and assistants successfully complete the state school bus driver's training school. Bus drivers must continue the route assigned at the beginning of the school year, but may request a route change during the summer months. All bus drivers are expected to drive in such a manner as to provide safe and efficient transportation for the students of this district. They shall obey all traffic laws, maintain student discipline on the bus, make routine checks on the bus before operating and perform other duties associated with the safe operation of school buses. All bus drivers shall be under the supervisory authority of the transportation director.

The superintendent is directed to establish a regulation that shall govern school bus drivers.

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**School Bus Drivers (Regulations)**

In accordance with the policy of the board of education, this regulation shall govern the operation of school buses in the Hinton Public School system. Bus drivers shall:

1. Be eighteen years of age or older.
2. Possess an Oklahoma Commercial Driver License (CDL), A, B, or C authorizing the operation of a school bus driving certificate.
3. Be required to complete a satisfactory physical examination upon the offer of employment and must obtain an annual physical examination upon the offer of employment and must obtain an annual physical examination. Such examination will include drug testing as set forth in policy DCC. A copy of the results of the annual physical examination shall be maintained by the superintendent.
4. Submit to drug and alcohol testing as required by state and federal law.
5. Operate on their designated routes approved by the transportation division of the State Department of Education.
6. Report individuals illegally passing their school buses. The approved form (see CN-E) will be completed and submitted to the law enforcement authority of the municipality where the alleged violation occurred to the district's director of transportation.
7. Make other appropriate reports as required by state law and/or district administrators.

Bus drivers will be employed by the board of education upon the recommendation of the superintendent.

**Bus Drivers and Use of Technology**

School bus drivers are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the bus driver shall remove the bus from the roadway and place an emergency call to the appropriate legal authorities. Any bus driver found to have engaged in text messaging or the non-school emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

**Student Transportation Caddo-Kiowa Technology Center**

It is the policy of the Hinton Board of Education that students attending Hinton High School and Caddo-Kiowa Technology Center that have reached 19 years of age may drive himself/herself to the Caddo-Kiowa Technology Center. The student may not provide transportation for any other student regardless of age to the Caddo-Kiowa Technology Center. This is a privilege that may be

revoked at any time an administrator deems necessary.

Students attending Hinton High School and Caddo-Kiowa Technology Center under the age of 19, needing to provide their own transportation due to special circumstances, must receive approval from the Hinton Board of Education and parent or guardian.

### **Cellular Telephone and Other Wireless Telecommunication Devices**

School employees are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the employee shall remove the bus or vehicle from the roadway and place an emergency call to the appropriate legal authorities. Any employee found to have engaged in text messaging or the non-school emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

Employees are also prohibited from text messaging and/or using cell phones during hours of instruction. Employees who are found to have engaged in text messaging and/or using cell phones during hours of instruction shall be subject to disciplinary measures which could include termination of employment.

### **Bus Behavior**

The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.

Bus drivers will have the same authority over students while they are riding on buses as teachers have while the students are in school.

Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus. The following rules are to be followed:

1. Bus riders should never tamper with the bus or distract the bus driver.
2. Do not leave books, lunches, or articles on the bus.
3. Do not throw anything out the windows.
4. Bus riders are not permitted to leave their seats while the bus is in motion, and must keep hands and arms inside the windows and doors.
5. Bus riders are expected to be courteous to fellow pupils and to the bus driver. No horseplay or fighting is permitted.
6. Be absolutely quiet when approaching a railroad crossing or busy intersection.
7. Always wait until the bus has come to a complete stop before loading or unloading.
8. Always walk in front of the bus.
9. Obey the bus driver at all times.

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10. Emergency door on the school buses are to be used for EMERGENCIES ONLY.

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**Bus Discipline Procedures**

In the event of a discipline problem, the driver will speak to the child, privately if possible. If a large group is involved, the driver will address the entire group.

Problems which cannot be handled by the driver will be referred to the principal who in turn will notify the parent(s).

If the above does not correct the situation, the parent(s) will be called into conference with the principal. As a last resort, for the safety of the rest of the children, the child in question may be denied the privilege of transportation.

The parent must be notified when a pupil is denied transportation. A driver must never put a child off the bus, other than at the pupil's regular stop, unless the driver has written parental permission to do so.

**Student Automobile Use Regulations**

In accordance with the policy of the Board of Education, the following rules and regulations shall govern student parking at the public schools;

1. Students who drive vehicles to school park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked.
2. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's permit or license.
3. Once parked, student vehicles may not be driven until school is dismissed for the day unless the student is excused to leave school for the day.
4. Students may not sit in, or upon, or congregate around vehicles at any time during school.
5. Vehicles shall not be driven on any grass area, around the school property, or upon or into any area not designated as a driveway or parking area.
6. Students may not drive motor vehicles to lunch during lunch period.
7. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs or are inflammatory or degrade another person because of race, gender, creed or culture are prohibited.
8. All state laws, city laws, ordinances and school rules and regulations shall be strictly enforced.
9. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will cause enough to have the student barred from driving to school.



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10. Any student in violation of any of these rules shall, on the first offense, be suspended from operating a vehicle on school premises for not less than two (2) weeks. Any violation can result in the permanent suspension of driving privileges on school premises.

**School Bus Program**

The Hinton Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those student identified below and on such auxiliary trips as the board shall approve.

The board may provide school bus transportation to students at any designated pick-up points, and to each child who is participating in a Head Start program. The provision of school bus transportation is not a right of students, but it is a privilege extended by the board of education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

**School Bus Route**

1. Transportation shall be restricted to use for the students of this school district. Bus routes shall be determined as needed by the superintendent or superintendent's designee.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (1/2) mile of the home of each child being transported.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or legal guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

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**School Bus Program Regulations**

In accordance with the policy of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
6. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
8. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Students may not enter the bus until the driver is present.
10. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

**Activity Bus Use Guidelines**

In accordance with the policy of the Board of Education and to assure a well-maintained activity bus for all students, the following guidelines shall apply:

1. The bus driver is the “pilot” in command. He is ultimately responsible for the lives and safety of everyone aboard; therefore, he is the decision-maker. Bus lights shall be activated at all times that the activity bus is in operation.
2. Riders are to be in their seats when the bus is in motion. No leaning over seat backs or resting feet in the aisles.
3. Unless the driver or a sponsor is abroad, the bus will remain locked.
4. In general, food and drinks are not to be taken on the bus; however, the driver has the prerogative of establishing his rules regarding this matter. The driver will announce these rules prior to departure.

5. When the activity bus arrives at its destination, the bus driver, with the assistance of the sponsor(s), will inspect the condition of the entire inside of the bus prior to riders getting off. Riders will be asked to clean up in the area they have occupied.

### **School Bus Safety Program**

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonable safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses will be replaced as required to provide good equipment at all times.

Complete reports on any school bus accident should be filed in a timely manner. These reports should be brought to the attention of the board as soon as possible.

School bus drivers will always bring the bus to a full stop – with caution lights flashing – before loading or unloading passengers.

When unloading passengers, the driver will stay in place with caution lights on until the exiting passengers are at a safe distance away from the bus and/or clear of the street.

**SECTION 1000**  
**STUDENTS: CURRICULUM,**  
**PLACEMENT, RECORDS & MEDIA**

## CONCURRENT COLLEGE COURSE ENROLLMENT

**1000.01**  
**(1 OF 1 PAGES)**

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It is the policy of board of education to conform to the laws and regulations pertaining to concurrent enrollment, including but not limited to the Concurrent Enrollment Regulations and Procedures as set forth in the Oklahoma Administrator's Guide and School Improvement Handbook which are published by the Oklahoma State Department of Education.

Students who satisfactorily complete coursework will receive college credit at the issuing institution. Academic credit will be issued by the district to a student for any concurrently enrolled higher education courses that are correlated with a course provided by the school district. If there is no correlation between the higher Ed course and a course provided by the school district, the credit is to be transcribed as elective credit.

Students may secure transcripts of their concurrent college enrollment work and have them included with their high school record to show grades and courses completed.

Grade point averages, class standing, etc. will be completed only on classes in which students are enrolled in the District.

(Addition to the "Concurrent College Course Enrollment Policy" approved Nov. 19, 2018)

In accordance with the policy of the Hinton Board of Education, this regulation shall govern The concurrent enrollment of any student who wishes to take college classes.

Students who take the following college courses will receive the grade as follows:

American History, US Government, College Algebra – 4.5, Comp I, Com II,  
Chemistry, Biology, Calculus, Trigonometry, Math Analysis or Advanced Math,  
Spanish II, Physics and ALL concurrent college classes taken at accredited Colleges or  
Universities.

80 – 100 = A

70 – 79 = B

60 – 69 = C

Below 60 = D

BOE APPROVED 11/19/18

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
2. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
3. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
  - a. Social Sciences
  - b. Language Arts
  - c. The Arts
  - d. Languages
  - e. Mathematics
  - f. Science
4. Proficiency Assessment
  - a. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year.
  - b. Qualifying students are those who are legally enrolled in this school district.
  - c. The District may not require registration for the proficiency assessment more than one month in advance of the assessment date.
  - d. Students will be allowed to take proficiency assessments in multiple subject areas.
  - e. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  - f. Exceptions to standard assessment may be approved by administration for those students with disabling conditions.
5. Advancement/Promotion
  - a. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
  - b. Administrators will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth will be considered.
  - c. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

6. Failure to demonstrate proficiency will not be noted on the transcript.
7. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
8. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
9. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
10. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
11. Options for accommodating student needs for advancement after proficiency has been demonstrated may include, but are not limited to, the following:
  - a. Individualized instruction
  - b. Correspondence courses
  - c. Independent study
  - d. Concurrent enrollment
  - e. Cross-grade grouping
  - f. Cluster grouping
  - g. Grade/course advancement
  - h. Individualized education programs
12. The District will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.
13. Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion may be recorded with a grade or pass. This unit will count toward meeting the requirements for the high school diploma.
14. Notwithstanding the foregoing, pursuant to 70 O.S. Section 1210.508C (H), beginning with students entering the first grade in the 2011-2012 school year, if the reading



deficiency of a student, as identified based on assessments administered as provided for by the state and pursuant to statute, is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test administered pursuant to state law, the student shall be retained in the third grade. Parents of children who may be subject to retention under this section of the law will be notified in writing of same, and of their options for remediation to avoid mandatory retention, as per statute.

**Definitions**

1. “Promote” or “promotion” means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school and to record on the student’s permanent cumulative record that he/she has successfully completed his/her current grade level.
2. “Retain” or “retention” means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student’s permanent cumulative record that he/she has not successfully completed the requirements of his/her current grade level.
3. “Not passed in a course” or similar wording means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student’s permanent record.

**Promotion/Retention and Failing Courses**

1. Each school in the district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor (when available), the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student’s report card.
2. As to elementary and middle school students, supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on testing which actually covers the subject matter being taught and on assignments directly related to the subject matter being taught. Consideration will also be given to the student’s level of physical, mental, emotional and social maturity.
3. As to high school students, promotion or retention will be determined by examining whether the student has successfully completed units of instruction established by the board and the Oklahoma State Department of Education.
4. The student and the parent must be made aware of the possibility of the student’s impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student’s performance is insufficient. The district will make every effort to help the student improve the student’s academic performance.
5. Students in special education are excluded from this policy and will be advanced in accordance with their individual educational placement team recommendations.

**Appeal Process**

After receiving a committee decision to retain a student or upon receipt of the student’s report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

1. First level of appeal – The parent may request review of the initial decision by letter to the building principal within five days of the parents receipt of notice of the committee’s initial decision to retain or to issue a failing grade. If the principal does not receive review request within this time frame, the committee’s decision shall be final and unappealable.
2. Second level of appeal – If the parent has reviewed the decision with the principal within the appropriate time frame and is unsatisfied with the principal’s decision, appeal may be made to the superintendent within five days of receipt of the principal’s decision. If the superintendent does not receive notice within this time frame, the principal’s decision shall be final and unappealable.
3. Final level of appeal – If the parent has reviewed the decision with the superintendent within the appropriate time frame and is unsatisfied with the superintendent’s decision, request for appeal may be made to the board of education within five days of receipt of the superintendent’s decision. The board will establish a time and place of the board meeting to hear this appeal and will notify the parent. The board’s decision shall be final and unappealable. If the parent has any further disagreement with the board’s decision, the parent may prepare a written statement of the disagreement and the reasons therefor to be placed in the student’s permanent record files.

#### Reading Deficiency Retentions

1. Students who have been retained in the third grade pursuant to statutory reading deficiency requirements may be allowed to promote at mid-year, upon fulfillment of the following conditions:
  - a. Student demonstrates he/she is a successful and independent reader;
  - b. Student is reading at or above grade level; and
  - c. Student is ready to be promoted to the fourth grade.
2. In determining whether mid-year promotion shall be effected according to the above criteria, the district will re-evaluate the student using tools such as subsequent assessments, alternative assessments and portfolio review, in accordance with State Board of Education rules.
3. Retained students may only be promoted upon demonstration of a level of proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the district.
4. Retained students may only be promoted mid-year prior to November 1.

The District shall provide educational opportunities to all eligible children with disabilities in accordance with the provisions set forth in 70 O.S. § 13-101 through 13-129, the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and any other applicable state and/or federal laws.

The District will attempt to identify, assess and address special needs of students as early as possible, recognizing the benefits of early intervention.

Special Education

Special education is a program designed to meet the unique educational needs of children with disabilities that specifically impair learning, and who meet eligibility criteria under the law.

Section 504

Section 504 services are designed to meet the needs of students who meet eligibility criteria under the law who have disabilities that do not specifically affect their ability to learn, but may limit their access to the learning environment.

Right of Parents to Revoke Consent for Services

Parents of children with disabilities may revoke consent for services. In order to revoke consent for services, a parent must submit a written request. Parents cannot revoke consent for less than all services. Upon receipt of a written revocation request, the District will promptly submit a written notice letter to the parent before ceasing services. In the written notice, District personnel may express disagreement with the parent's decision; however, the parent has the right to revoke consent despite such disagreement.

In completing the written notice, District personnel will use language that is understandable to the general public regarding the change in educational placement and services that will result from the revocation of consent. In the written notice, District personnel should include language informing the parent that the student will be treated as a nondisabled student for disciplinary purposes after the revocation takes effect. District personnel will also provide the parent with a copy of *Parents Rights in Special Education: Notice of Procedural Safeguards*. Unless the parent indicates to District personnel that the parent has changed his or her mind about the revocation, the child will be removed from all special education and related services and will be treated for all purposes as a general education student following expiration of no more than ten calendar days from the parent's receipt of the written notice letter.

A child's removal from all special education and related services does not require removal of any documentation from the child's education records concerning his or her prior receipt of special education and related services. If a parent requests the removal of such information from the student's education records, then District personnel will follow the process set out in the District's Student Records policy.

At any time after revocation, the parent may request that the student be reenrolled in special education. The District will treat the request as a request for an initial IDEA evaluation.

If a parent revokes consent prior to the administration of a statewide assessment, the District will not provide the assessment accommodations that were previously included in the student's IEP. The student will not be eligible to take an alternate assessment.

A student age 18 or older may also revoke consent for services under the IDEA. In that case, the District will follow the policy stated above, except that District personnel will send the forms to both the student and the parent.

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

Qualified Individual with a Disability

1. All qualified persons with disabilities within the jurisdiction of the District are entitled to a free appropriate public education ("FAPE"), regardless of the nature or severity of the person's disability. Section 504 and Title II define a person with a disability as any person who:
  - a. Has a physical or mental impairment that substantially limits one or more major life activities;
  - b. Has a record of such an impairment; or
  - c. Is regarded as having such an impairment.
2. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.
3. For purposes of this policy, a "qualified person with a disability" is a person with a disability who is:
  - a. Of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities;
  - b. Of an age during which persons without disabilities are provided such services; or
  - c. A person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.
4. The term "physical or mental impairment" means:
  - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
    - i. Neurological;
    - ii. Musculoskeletal;
    - iii. Special sense organs;
    - iv. Respiratory, including speech organs;
    - v. Cardiovascular;
    - vi. Reproductive, digestive, genito-urinary;
    - vii. Hemic and lymphatic;
    - viii. Skin; and
    - ix. Endocrine; or
  - b. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
  - c. The phrase "physical or mental impairment" includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual,

- d. speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
5. The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
  - a. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
  - b. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

#### Mitigating Measures

1. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:
  - a. Medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
  - b. Use of assistive technology;
  - c. Reasonable accommodations or auxiliary aids or services; or
  - d. Learned behavioral or adaptive neurological modifications.
2. The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

#### Appropriate Education

1. An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at

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- home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child's education.
2. An appropriate education in the District will include:
    - a. Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of non-disabled students are met;
    - b. The education of each student with a disability with non-disabled students, to the maximum extent appropriate to the needs of the student with a disability;
    - c. Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and
    - d. Establishment of due process procedures that enable parents and guardians to receive required notices, review their child's records and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.
  3. The District will design education programs for student with disabilities to meet their individual needs to the same extent that the needs of non-disabled students are met.
  4. The District will provide the quality of education services to students with disabilities that equals the quality of services provided to non-disabled students.
  5. The District will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities.
  6. The District will provide comparable facilities for students with disabilities and make appropriate materials and equipment available.
  7. The District will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability.
  8. The District will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

#### Educational Setting

1. The District will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The District shall place students in the regular education environment



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unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with non-disabled students in both academic and nonacademic services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs.

2. As necessary, the District will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.
3. If the District places an individual with disabilities in another school, the District will take into account the proximity of the other school to the student's home.

#### Evaluation and Placement

1. The District will make evaluation and placement decisions in accordance with appropriate procedures required by law.
2. The District will conduct an individual evaluation before any action is taken with respect to the initial placement of a child who has a disability or before any significant change in that placement.
  - a. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used.
  - b. The tests and other evaluation materials will include those tailored to assess the student's specific areas of educational need, not merely those designed to provide a single general intelligence quotient (IQ) score.
  - c. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer.
  - d. The District will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure.
3. In interpreting evaluation data and making placement decisions, the District will draw upon information from a variety of sources, including but not limited to aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior.

A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document

and consider carefully information obtained from all such sources in making eligibility and placement decisions.

- a. The multidisciplinary group will consider reevaluation at least every three years for each student for whom the District is providing a FAPE or more frequently if conditions warrant or if the child's parent or teacher requests a reevaluation.

#### Section 504 Plan

1. When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the District will provide FAPE for that student.
2. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student's individual educational needs, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan.
3. The District will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on non-disabled persons or their parents or guardians.
4. If the District is unable to provide a FAPE itself, it may place a person with a disability in, or refer the person to, a program other than the one it operates.
  - a. However, the District will remain responsible for ensuring that the education offered to the student is appropriate, as defined by law, and for coverage of financial obligations associated with the placement.
  - b. The District will ensure that adequate transportation is provided to and from any program in which it places the student that is not operated by the District, at no greater personal or family cost that would be incurred if the student were placed in the District's program.

#### Procedural Safeguards

1. The District will employ the following procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services:
  - a. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student's records. The District will provide parents or guardians with a copy of its *Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards form* annually at the student's Section 504 plan meeting and when the District:

- i. Seeks parent or guardian consent for Section 504 evaluation or reevaluation;
  - ii. Receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements;
  - iii. Receives a request from the parent or guardian for a copy of the *Procedural Safeguards* form; and
  - iv. Takes any action with respect to the identification, evaluation, or educational placement of the student.
2. The District will provide an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions.
  - i. If parents or guardians disagree with the District’s decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel.
  - ii. The District will make available an impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision.
  - iii. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court.

### Retaliation

1. The District also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing.
  - a. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process.
    - i. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents.
    - ii. If retaliation occurs, the District will take strong responsive action.
2. Persons with complaints or concerns about the application of this policy and/or for questions or complaints based on disability should contact the District’s Section 504/Title II of the Americans with Disabilities Act Coordinator:

**Superintendent of Schools, P.O. Box 1036,  
Hinton, OK 73047 Phone: 405-542-3257**

1. Definitions

- a. For purposes of this policy, the following definitions apply:
  - i. "Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).
  - ii. "Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
  - iii. "Serious bodily injury" means bodily injury that involves –
    - 1. A substantial risk of death;
    - 2. Extreme physical pain;
    - 3. Protracted and obvious disfigurement; or
    - 4. Protracted loss or impairment of the function of a bodily member, organ or mental faculty.
  - iv. "Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.
  - v. "School day" means any day, including a partial day that children are in attendance at school for instructional purposes.

2. Case-By-Case Determination

- a. District personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for a child with a disability who violates the District's code of student conduct.

3. Short-Term Disciplinary Removal

- a. District personnel may remove a child with a disability who violates the District's code of student conduct from the child's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.
- b. A change of placement occurs if --
  - i. The removal is for more than ten (10) consecutive school days; or
  - ii. The child has been subjected to a series of removals that constitute a pattern.

1. Under the Individuals with Disabilities Education Act and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:
  - a. The series of removals total more than ten (10) school days in a school year;
  - b. The child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
  - c. Such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.
4. Educational Services During a Short-Term Disciplinary Removal
  - a. The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.
  - b. After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with at least one (1) of the child's teachers, will determine the extent to which services are needed, so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP or 504 plan.
5. Long-Term Disciplinary Removal
  - a. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.
6. Notification
  - a. On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a child with a disability because of a violation of the District's code of student conduct, District personnel will notify the child's parents of the decision and provide the parents of children who are eligible for special education and related services under the IDEA with a copy of the District's *Parents Rights in Special Education: Notice of Procedural Safeguards* form.
  - b. District personnel will provide the parents of children who are eligible for special education and related services only under Section 504/Title II with a copy of the District's *Section 504 Information and Procedural Safeguards* form.

**7. Special Circumstances**

- a. District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child --
  - i. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the District's jurisdiction;
  - ii. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the District's jurisdiction; or
  - iii. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the District's jurisdiction.

**8. Making a Manifestation Determination**

- b. Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District's code of student conduct, the District, the parent and relevant members of the child's IEP team (as determined by the parent and the District), will review all relevant information in the student's file, including the child's IEP, any teacher observations and any relevant information provided by the parents to determine --
  - i. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
  - ii. If the conduct in question was the direct result of the District's failure to implement the IEP.
- c. The conduct will be determined to be a manifestation of the child's disability if the District, the parent and relevant members of the child's IEP team determine that a condition in either (i) or (ii) of this paragraph was met.
- d. If the District, the parent and relevant members of the child's IEP team determine that the conduct in question was the direct result of the District's failure to implement the IEP, the District will take immediate steps to remedy those deficiencies.

**9. Determination that Behavior Is a Manifestation**

- e. If the District, the parent and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP team will either --
  - i. Conduct a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
  - ii. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior.

- f. Except as provided in paragraph 11 of this policy, the IEP team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

10. Educational Services During a Long-Term Disciplinary Removal

- g. Except as provided in paragraphs 5 and 6 of this policy, a child with a disability who is removed from the child's current placement will --
  - i. Continue to receive educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting and to progress toward meeting the goals set out in the child's IEP; and
  - ii. Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- h. If the removal is for more than ten (10) consecutive school days or is a change of placement, the child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

11. Notification

- i. On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the District's code of student conduct, District personnel will notify the child's parents of the decision and provide the parents a copy of the District's Parents Rights in Special Education: Notice of Procedural Safeguards form.

12. Appeal to Hearing Officer

- j. The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.
- k. In making the determination, the hearing officer may --
  - i. Return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or
  - ii. Order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

- l. These procedures may be repeated, if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.
- m. When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.
- n. The District may also seek a court order to remove a child with a disability from school or change the child's current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.



Description and Purpose

Extended School Year is available to those handicapped students who meet the eligibility criteria. The purpose of Extended School Year is to prevent or slow severe skill regression caused by an interruption of services during the summer months. It is not to enhance the level of performance exhibited by student at the end of the regular school year. The need for Extended School Year is based on a construct of "skill regression and a student's limited capacity for recoupment." Extended School Year is provided only when it is determined that a student might regress to such an extent in a critical skill area that recoupment of such skill loss would be unlikely or impossible and therefore, would require an unusually long period of time to recoup the present level of performance. When a student meets the criteria, services will be proposed at no cost.

IEP Team Responsibility

Critical skill areas which may be considered by an IEP team are: Communication self-help, motor, behavior, and/or educational achievement. Factors that should be considered in determination of eligibility for Extended School Year are: nature of the handicapping condition severity of the condition, goals related to attaining self sufficiency and regression and recoupment. The determination that the criteria are met is the initial responsibility of the IEP team and is subject to review and concurrence by the Director of Special Services. The Team must submit the following to the director:

1. Data which documents critical skill maintenance or regression shown to be resistant to adapted strategies;
2. Data which supports that each critical skill area under review has been specifically and individually identified and evaluated;
3. Data which documents that each discipline-specific professional who is currently involved in providing the evaluations, staffings, and direct services has been involved in the eligibility determination and recommendation;
4. Information which is data based and clearly establishes a link between the need and the data;
5. Data which support that each discipline-specific professional involved had documented that:
  - a. S/he has extensively considered the consequences of an interruption of services during the summer months;
  - b. S/he has determined whether the loss of a critical skill as a result of that interruption would be significantly greater than normally expected and therefore, would require an unusually long period to recoup the present level of performance.
6. Recommendations which specify the type, frequency and amount of service required

Extended School Year Service Delivery Factors

1. Duration – Extended School Year will not exceed 8 weeks (Oklahoma State Law). The amount of time per day and/or per week will be based on critical skill needs of each individual student.
2. Transportation – Parents will be encouraged to provide transportation to and from Extended School Year site(s) at a District approved reimbursement rate. If this is not possible other arrangements will be made at District expense.
3. IEP – The IEP will be a separate document from a student's regular school year IEP.
4. Services – Services will be made available when critical skill regression criteria are met. Extended School Year services may be provided through a variety of service delivery models.
5. Student Ratio – Service provider-student ratios will not exceed Oklahoma State guidelines. If needed a modified program will be requested from the Oklahoma State Department of Education.
6. Salaries – Salaries for direct service providers will be prorated based on the previous year's contract. Salary amounts will be based on actual hours of service rendered.
7. Sites – While handicapped children are to be served in the Least Restrictive Environment, opportunities for interaction with less or non-handicapped peers during Extended School Year will be limited.

Additional Guidelines

1. Eligibility will be determined on a student-by-student basis. Extended School Year guidelines and practices will not be invoked which have an effect on considering handicapped students as a categorical class.
2. The District does not construe current Federal, State statutes, or related court findings as requiring Extended School Year services for all handicapped student residing within the District's geographic boundary. Therefore, the determination of eligibility and the need for special education during the regular school year does not qualify a student for Extended School Year services.
3. If a student is eligible for Extended School Year services one year, that student is not automatically eligible for Extended School Year services the subsequent year.
4. District IEP teams will determine Extended School Year eligibility only for students who are legal residents of the District. If the District is serving a handicapped student from another district, it is the responsibility of the sending district to make its own Extended School Year determinations and recommendations.

The District's alternative education program shall endeavor to:

1. Allow class sizes and student/teacher ratios which are conducive to effective learning for at-risk students.
2. Incorporate appropriate structure, curriculum and interaction and reinforcement strategies designed to provide effective instruction.
3. Include an intake and screening process to determine eligibility of students.
4. Demonstrate that teachers are appropriately certified.
5. Demonstrate that teachers have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students.
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth.
7. Provide courses that meet the curricula standards adopted by the State Board of Education and remedial courses.
8. Offer individualized instruction.
9. State clear and measurable program goals and objectives.
10. Include counseling and social services components with provision that providers of services are not required to be certified as school counselors.
11. Require a plan leading to graduation be developed for each child in the program.
12. Offer life skills instruction.
13. Provide opportunities for arts education to students, including Artists in Residence programs coordinated through the Oklahoma Arts Council.
14. Provide a proposed annual budget.
15. Include an evaluation component with an annual written self-evaluation.
16. Be appropriately designed to serve middle school, junior high school and secondary school students in grades six through twelve who are most at risk of not completing a high school education.

The District's homebound program provides students the opportunity to continue their academic studies. Eligible students include, but are not limited to the following:

1. Students with severe handicapping conditions who have never attended school.
  - a. Note—if the child's education is governed by an IEP, the child's placement shall be approved through the proper channels in accordance with the guidelines set forth in the IDEA.
2. Students with severe illnesses or handicapping conditions who will be absent from school for at least two weeks.
3. Pregnant girls who are unable or who do not wish to attend in the regular school setting.
4. Other students at the discretion of the administration.

#### Purpose

The purpose of any homebound instruction is essentially emergency in nature and should be used only when other approaches cannot be used. The limited instruction time and the lack of social interaction are vital factors to be considered. Students are encouraged to attend school if all possible.

#### Approval

Approval for homebound instruction must be granted by the Superintendent or designee. The amount of time will be determined based on the individual circumstances surrounding the request.

#### Attendance

1. A student receiving homebound instruction must be enrolled as a student in the school providing this special service.
2. When a student is taught by a visiting teacher for one hour per day for three (3) days per week, the student shall be counted as having attended school five (5) days per week and his/her attendance shall be so entered in the school register.

#### Homebound Committee

The Homebound Committee shall consist of the Superintendent, the Building Principal, the Homebound Teacher, the Student's Teacher, the School Counselor, and the Director of Special Services.

Mission Statement

The District staff believes that the school's purpose is to provide all students who are enrolled in the district with an appropriate education. This includes those gifted and talented students who require and/or would benefit from additional services. Educational opportunities will be provided either through enrichment activities within the framework of the existing curriculum, independent study, concurrent enrollment, or credit through examination. The District recognizes that each student, regardless of race, economic background, cultural background, sex or disabled condition deserves the opportunity to receive an education commensurate to his/her capability. The District is committed to seeing that each student has the opportunity to develop as an individual as far as that person's talents and motivation will permit.

Local Advisory Committee

Upon recommendation of the superintendent, the board of education will appoint a "Local Advisory Committee" to assist in:

1. Formulation of district goals for gifted education.
2. Development of the district plan for gifted education.
3. Preparation of the district report on the schools gifted program.

The Local Advisory Committee shall consist of:

1. Principal
2. Teacher
3. Parent of a child who is identified as gifted and talented.

The Local Advisory Committee shall be appointed no later than September 15 and will be appointed for a term of two years. The first meeting shall be called no later than October 1 of each year at which time the members of the committee will elect a chair and a vice-chair. The school district superintendent or a person designated by the superintendent will attend Local Advisory Committee meetings and will ensure proper notice of meetings in accordance with the Oklahoma Open Meeting Act. All meetings of the Local Advisory Committee will be held in accordance with Oklahoma Open Meeting Laws.

Definition of "Gifted and Talented"

"Gifted and Talented Children" means those children identified at the preschool, elementary, and secondary level as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services.

**Identification**

Procedures used in the process of identifying gifted students will be nondiscriminatory with respect to race, economic background, national origin or disabled condition. Nominations will be sought from a wide variety of sources, including professional educators, parents, community members, peers, self and others. Data will be collected on nominated students.

**1. Testing Methods**

- a. Standardized Ability Test
- b. Standardized Achievement Test
- c. Student achievement within the curriculum
- d. Other as appropriate

**2. Non-Testing Methods**

- a. Student work portfolios
- b. Student achievement outside the school's curriculum
- c. Student achievement (i.e. grades)
- d. Other as may be deemed appropriate

**3. A committee including two teachers and chaired by the school principal will be known as the Identifying and Placement Committee. The chairperson will be trained in gifted education. Placement committee responsibilities include:**

- a. Ensuring that all potentially gifted and talented students have been considered.
- b. Collecting and analyzing data to be used in making decisions for selection of students.
- c. Coordinating and uniformly implementing the process for identification and communicating these procedures to the entire school staff consistent with this plan, State Board of Education regulations and state statutes.
- d. Recommending placement.

**4. Identification Criteria**

- a. The school district shall identify and serve all students who excel in general intellectual ability as verified by an overall composite. Scoring at or above the 97 percentile on a national standardized test of intellectual ability.
- b. All students scoring at or above the 95 percentile on the WISC-R Test and all students scoring at or above the 97 percentile on the Otis Lennon IQ Test will be served.

- c. All students who had a 4.0 grade point average the previous year, and scored an overall composite of 90 percentile or above on the school-adopted test of Intellectual Ability will be served.
  - d. Student placement decisions in the capability areas will be based on multiple criteria. No single criterion will be used to exclude a student from educational programming.
  - e. Instructional useful information about individual students obtained during the identification process will be communicated to the appropriate members of the instructional staff regardless of final placement.
5. Transfers from Other Districts
- a. Students who transfer from another gifted and talented program will automatically be placed on the gifted and talented screening list, but final placement will be contingent on the Gifted and Talented Program Committee.
6. Parental Involvement
- a. Written identification and placement procedures will include parent involvement. Additional evaluation is available upon parent request.
  - b. Parents may appeal a placement decision with which they disagree to the placement committee. The appeal should be in writing and should state the reasons why they disagree with the placement committee's recommendation. Further appeals may be made to the district program coordinator.
7. Other students may qualify based on the following multiple criteria:
- a. Overall composite score of 90 percentile or greater on the school adopted national standardized test with a total subject area score of 95 or greater in any of the core curriculum subjects (Math, Science, Social Studies, Language, Reading.)
  - b. Specific subject area total score of 95 or greater in the core curriculum (Math, Science, Social Studies, Language, Reading) and a grade point average of 4.0 or above for the previous year.
  - c. Teachers, administrators, parents, community members, may nominate students for consideration for placement who have exceptional visual or performing arts ability. These students also maintain high academic standards in accordance with their capabilities.
  - d. If a student is identified on the basis of a Nationally Standardized Test of intellectual abilities the test shall be considered valid for as long as the student is enrolled in this District for the purpose of determining eligibility. Gifted child educational programming will be ongoing, will be implemented within three weeks of the beginning of the term and will be closely coordinated with all areas of the curriculum.

**Procedural Safeguards**

1. Evaluation of the appropriateness of student's placement shall be an ongoing process and records shall be maintained for a minimum of five years or as long as needed.
2. Individual students will be evaluated to determine admittance into the program. All records will be kept confidential and will be available only to school personnel responsible for the student's education and academic fulfillment, and to the parents. Any individual testing of students will require written permission from parents.
3. Review of gifted and talented students will be made annually, and appropriate placement will be determined at that time. This review will occur in August. Gifted and talented transfer students will be placed in the District's gifted program immediately upon receipt of supporting data from the previous educational institution. Students must meet local criteria before placement.
4. This district has the option to remove students, who are not thriving, from the Gifted and Talented Program if it is considered to be in the best interest of the student and the school following a conference with the parents of the student. Any change of placement will require a conference with parents before the change is implemented.

**Programming Description**

Differentiated education shall include multiple programming options and appropriate curriculum modified in pace, breadth and depth. The district shall provide differentiated education for all identified and talented students. Differentiated educational opportunities may include, but not be limited to, the following programs:

1. Individualization of Instruction - Instruction of an individual student focused on the specific educational needs of that student.
2. Proficiency Based Promotion - Elementary or secondary students advancing one or more levels in a curriculum area by demonstrating proficiency at the 90% level on designated assessments.
3. Differentiated or Enriched Classes - Include differentiated curriculum and accelerated content designed for able students. These classes need not be limited to identified gifted students and will be noted on student's transcripts.
4. Independent Study - Individually contacted in-depth study of a topic; also a course or unit of study taken through an individual arrangement.
5. Continuous Progress - The content and pacing of curriculum and instruction are matched to students' abilities and needs. Students move ahead on the basis of mastery.
6. Cluster Groups - Any classroom with a group of identified able learners purposefully organized to provide planned differentiated instruction most of the time.



7. Cross Grade Groups - Opportunity for a student to work in an advanced grade-level setting with one or more students sharing a similar readiness for the learning task and performance expectations.
8. Acceleration - Administrative practices designed to allow students to progress through the curriculum and/or grade levels at a rate faster than the average.
9. Dual Enrollment - Qualified students taking middle level or high school courses while at the elementary level or high school courses while at the middle level.
10. Mentorships - A program which pairs individual students with someone who has advanced skills and experiences in a particular discipline and can serve as a guide, advisor, counselor and role model.
11. Seminars - Special short-term sessions where students focus on one area of study.
12. Resource Room - A class for students released from their regular classrooms on a scheduled basis to work with a teacher trained in the education of the gifted.
13. Creative and Academic Competitions - Organized opportunities for students to enter local, regional, state or national contests in a variety of areas. Examples include: Science Fair, Geography Bee, Invention Convention, Math Olympiad, Odyssey of the Mind.
14. Guidance and Counseling - Planned activities, sessions and policies that assist gifted and talented students in planning their academic career in-school and after high school, and that also address the specific social-emotional needs of the gifted including underachievement.

Gifted child educational programming will be ongoing, will be implemented within three weeks of the beginning of the term and will be closely coordinated with all areas of the curriculum.

### Curriculum

The gifted student will be provided an opportunity to master curriculum objectives at his or her own pace, allowing for accelerated achievement. The regular curriculum will be adapted to meet the needs of above average students by eliminating previously mastered work or streamlining work that may be mastered at a faster pace. The time gained may be used to provide students with appropriate enrichment and/or accelerated experiences. Content shall have continuity. Content will be differentiated in breadth, depth and pace from the regular program.

### Parent Notification

Parents will be notified by certified letter that their child has met the criteria for the Gifted and Talented Program. A summary of the program's offerings will be provided at that time.

**Qualifications for Gifted Child Educational Program Staff:**

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

**Responsibilities of Gifted Child Educational Program Staff**

1. The superintendent or the district coordinator for gifted educational programming will be responsible for working with the local advisory committee, overseeing the site coordinators and site plans, and filing such reports and information as are required by the State Department of Education relative to gifted educational programming.
2. The principal or site coordinator for gifted educational programming will be responsible for working with the site committee, coordinating gifted educational programming related to the site gifted plan and completing such reports and information as required by the district coordinator for gifted educational programming.
3. The site committee on gifted educational programming will work with the Superintendent to develop the site gifted plan each year. The site gifted education specialist or designee is responsible for coordinating the site programming options.
4. Under the direction of the district coordinator for gifted education programming, an organizational document will be developed at each site which clearly delineates roles, responsibilities and coordination procedures in regard to gifted educational programming options.
5. Delivery is addressed by both the regular classroom teachers and the gifted education specialist. They work closely together to implement appropriate flexible pacing, plan enrichment, coordinate resources and facilitate academic/social support when needed.
6. The gifted education specialist provides professional support through modeling, consultation, co-teaching, collaborative problem solving, in service training and assists classroom teachers in finding and securing resource material and/or resource persons.
7. The gifted education specialist is responsible for coordinating gifted student identification, monitoring student progress and record maintenance.
8. Classroom teachers will have, and provide upon request, documentation demonstrating that curriculum has been and continues to be modified in pace, breadth and depth.

The District considers Staff Development of utmost importance and will ensure that training of teachers and administrators includes:

1. Higher level Thinking Skills
2. Critical Thinking Skills
3. Components of appropriate Flexible Pacing
4. Learning styles
5. Other

Evaluation

In addition to evaluating each student's progress in mastery of content, higher level thinking skills, and creativity, all components of the gifted educational program will be evaluated: Staff development, Programming options, curriculum, community involvement and evaluation. Evaluation instruments for gifted educational programming will be completed by parents, teachers, administrators and students. Data will be compiled, analyzed and shared with appropriate groups. Results will be used to modify, expand and upgrade the quality of the district gifted program.

**Parent Request for Gifted and Talented**

**To be completed by parent, teacher or student:**

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Students Name: \_\_\_\_\_ (First, Middle, Last)

Grade: \_\_\_\_\_

Has the child attended a Gifted Program: \_\_\_\_\_ Where: \_\_\_\_\_

Has the child been accelerated in any grade: \_\_\_\_\_

If so, where: \_\_\_\_\_

Reason you are recommending this child for the gifted and talented program:

\_\_\_\_\_  
\_\_\_\_\_

Parent's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**HINTON PUBLIC SCHOOLS  
GIFTED AND TALENTED  
TEACHER RECOMMENDATION FORM**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

Please check one:

\_\_\_\_\_ I recommend this student for the Gifted and Talented program based on his/her OCCT or EOI scores in the spring of 20\_\_\_\_.

\_\_\_\_\_ I do not wish to recommend this student for the Gifted and Talented program.

If you do not wish to recommend this student for the Gifted and Talented program please explain.

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HINTON PUBLIC SCHOOLS  
GIFTED EDUCATION PLAN**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

ASSESSMENT IN THE FOLLOWING AREA(S) INDICATE PLACEMENT:  
Nationally Standardized Test of Intellectual ability 97% Automatic Placement.

\_\_\_\_\_ Oklahoma OCCT/EOI Test      Testing Date: \_\_\_\_\_

Other: Explore or Plan ACT Test      Testing Date: \_\_\_\_\_

AREA(S) TO BE SERVED:

- |                             |                      |
|-----------------------------|----------------------|
| _____ Reading               | _____ Math           |
| _____ Science               | _____ Social Studies |
| _____ English/Language Arts | _____ Other          |

THE FOLLOWING OPTIONS WILL BE USED TO MEET THIS STUDENTS NEEDS:  
ENRICHMENT

- |   |                        |
|---|------------------------|
| _____ Enrichment in the Regular Classroom               |                        |
| _____ Summer Enrichment Program (Student/Parent Option) |                        |
| _____ Creative/Academic Competitions                    |                        |
| _____ Differentiated Curriculum                         | _____ Learning Centers |

SPECIAL CLASSES/FLEXIBLE PACING

- |                                   |                             |
|-----------------------------------|-----------------------------|
| _____ Advanced Placement Courses  | _____ Acceleration          |
| _____ Proficiency Based Promotion | _____ Concurrent Enrollment |
| _____ Independent Study           |                             |

OTHER SERVICES

- |                               |
|-------------------------------|
| _____ Guidance and Counseling |
| _____ Ongoing Assessment      |

\_\_\_\_\_  
Classroom Teacher's Signature/Date

\_\_\_\_\_  
Parent's Signature /Date

\_\_\_\_\_  
Student's Signature/Date

**HINTON PUBLIC SCHOOLS  
GIFTED AND TALENTED  
PARENT, TEACHER AND/OR STUDENT NOMINATION FORM**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Nominator: \_\_\_\_\_

Why do you feel this student should be nominated for the Gifted and Talented Program?

\_\_\_\_\_  
\_\_\_\_\_

Please circle one:

1	2	3	4	5
Strongly	Disagree	Unsure	Agree	Strongly
Disagree				Agree

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Retains and applies information               | 1 | 2 | 3 | 4 | 5 |
| 2. Develops various solutions to problems        | 1 | 2 | 3 | 4 | 5 |
| 3. Elaborates on a subject in detail             | 1 | 2 | 3 | 4 | 5 |
| 4. Flexible                                      | 1 | 2 | 3 | 4 | 5 |
| 5. Willingness to cooperate                      | 1 | 2 | 3 | 4 | 5 |
| 6. Open to others' ideas, opinions and solutions | 1 | 2 | 3 | 4 | 5 |
| 7. High academic ability in at least one area    | 1 | 2 | 3 | 4 | 5 |
| 8. Active in school activities                   | 1 | 2 | 3 | 4 | 5 |
| 9. Good communication skills                     | 1 | 2 | 3 | 4 | 5 |
| 10. Good work ethic                              | 1 | 2 | 3 | 4 | 5 |

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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Purpose and Objectives

The policy of the District is to provide an educational program which will encourage and enable each student to become intellectually and socially competent, to value moral integrity and personal decency, and to achieve self-understanding and self-realization. For the purpose of this statement of policy, the term instructional materials will refer to any material with instructional content or function that is used for formal or informal teaching or learning purposes. The following objectives will provide unity, direction, and guidance in both the design and implementation of the educational program:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials;
2. To provide materials that will enrich and support the curriculum, taking into consideration students' varied interests, abilities, and learning styles;
3. To provide materials that will stimulate growth in factual knowledge, literary, cultural, and aesthetic appreciation and ethical standards;
4. To provide research materials for students and teachers to increase awareness of the changing trends and the new developments in education;
5. To provide in-service educational training to promote teacher effectiveness and to provide knowledge to assist in curriculum enrichment;
6. To provide recreational materials for the students and the staff.

Selection

1. The Selection Policy provides a procedure for maintaining a consistent quality of excellence in the materials for use in the teaching-learning process including continuing evaluation of the media collection. It is a basis for selecting instructional materials, and used as a document to help students, parents and other citizens better understand the purposes and standards used to select instructional materials.
2. The Board of Education declares it is the policy of the District to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, and to allow the review of existing media collections and the reconsideration of allegedly inappropriate materials through established procedures. The Selection Policy shall be reviewed and up-dated (if necessary) each school year.

3. Responsibility for Selection: Although the Board of Education is legally responsible for the operation of the school, the responsibility of the selection of instructional materials is delegated to the certified library media person.
4. Materials for the library resource center are selected by the library media person with the cooperation of the faculty, the administration, and, when feasible, the students and patrons of the community.
5. Responsibility for coordinating the selection of materials and purchase of textbooks may rest with appropriate department chairpersons or with textbook evaluation committees.
6. Criteria Selection Procedures: The primary objective of selection is to support, enrich and to help implement the educational program of the school through the interaction of professional personnel and other members of the school community. While the selection of instructional materials involves many people, the responsibility for the final selection of most instructional materials rests with the certificated library media personnel.
7. Criteria for Selection: It is the policy of the District to select materials or library media set in accordance with the following guidelines:
  - a. Instructional materials are chosen because they are of interest and have learning value for the students in the community.
  - b. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our times, international, national, state, and local.
  - c. Selections are made from and in accordance with, the different maturity levels of the students.
  - d. Nonfiction materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
  - e. Fiction as well as nonfiction has assumed an important role as an educational medium. The sound treatment of significant historical, social and personal problems in books of fiction can contribute to the understanding of human problems and human relations.
  - f. In the selection of materials, recognized reviewing tools such as the following are used: Children's Catalog, Book Talk, Book Report, Junior High School Library Catalog, Senior High School Library Catalog, School Library Journal, Oklahoma State Department of Education Reviews.
8. The following specific criteria are considered:
  - a. The overall purpose of the material;
  - b. Importance of subject matter to the collection;

- 
- c. Reputation of author, artist, composer, or producer;
  - d. Timeliness or permanence of the material;
  - e. Readability and reader appeal;
  - f. Format and price;
  - g. Accuracy of the material;
  - h. Quality of the writing and illustrations;
  - i. Reviews of the title in material selection aids.
9. Requests for Consideration: Suggestions and input from other individuals is important to the library personnel. Many times administrators, faculty, or students may be aware of a need in the library. Requests for consideration for library materials for the possible inclusion into the collection may be made by completing the request form. (See appendix) Upon completion of the form, forward it to the library media specialist.
10. Gift Materials: Gifts may be acceptable when they meet the same standards as the original purchases. Gift materials will be accepted or rejected on the basis of the criteria in the selection process. It will be strongly recommended that a gift of money be made so that it may be used to fill the greatest need at that time. There may be no special conditions placed on the gift by the donor. Gift books and other materials, once accepted by the District, become the property of the District. The final disposition concerning the gift will be the responsibility of the certificated library media personnel.

#### Disposition of Materials

Selection is an ongoing process which includes the removal of instructional materials no longer appropriate. The final decision in the disposal of materials is the responsibility of the certificated library media personnel. Disposition will be considered for the following:

- a. Badly damaged print and non-print materials;
- b. Old editions replaced with newer copyright editions;
- c. Outdated or discriminatory materials;
- d. Titles that are no longer popular and never circulate;
- e. Duplicate copies that no longer circulate.

#### Professional Materials

Materials will be provided for teachers and administrators to increase awareness of the changing trends and the new developments in education.

Use of Materials and Equipment

1. Equipment and materials housed in the library media center are for the use of students and teachers, primarily. However, some materials are appropriate for parents or other members of the community. These items may be checked out by patrons other than school staff at the discretion of the professional library media staff.
2. Fees for the use of the laminating machine will be 25 cents per foot of copy to be laminated, with a minimum charge of 50 cents. This price is subject to change as the price of laminating film increases.

Procedures for Reconsideration of Challenged Materials

1. Occasional objections to materials will be made despite the quality of the selection process. It is recommended that a student or his/her parent should have the right to reject the use of library media center materials which seem incompatible with his/her values and beliefs. It is further recommended that classroom assignments involving library media materials provide for alternate choices. However, no parent has the right to determine the reading matter for students other than his/her own children.
2. When a complaint about materials is received, the material in question shall be:
  - a. Reviewed objectively and in its full context;
  - b. Evaluated in terms of the needs and interest of students, school, curriculum, and community;
  - c. Considered in the light of differing opinions.
3. The procedures for handling objections to challenged materials are as follows:
  - a. The person or persons expressing an objection may register the objection writing on a Request for Reconsideration Form. (See addendums) This form may be obtained from the library media center.
  - b. Upon completion of the form, the person will return the form to the library media specialist. All copies and editions of the material being objected to will be withdrawn and temporarily placed in the office of the library center.
  - c. A committee to review the complaint will have an approximate two-week period to meet, review and determine the outcome of the challenged material. The final decision cannot be made until all committee members have had sufficient time to review the material.
4. The committee will have the authority to take one of the following specific actions regarding the material;
  - a. Limited or restricted use
  - b. Removal from shelf (Reviewed and reconsidered at a later date.)

- c. Placed back on the shelf.
5. The review committee will be appointed by the library media specialist and approved by the superintendent and shall be composed of the following;
  - a. Parents
  - b. Principal
  - c. Library Media Specialist
  - d. Faculty members (appropriate to level of material)
6. The complainant may present his/her views on the material under consideration to the committee.
7. The committee's decision (which shall be reached by simple majority) shall be given to the appropriate director who will see that implementation of the decision takes place. In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the Board of Education through the Superintendent. The final decision then rests with the Board of Education.
8. Once an item has been challenged, reviewed, and justified by the Review Committee and the Board of Education, if another challenge is raised against it within a five-year period, the complaint may be dismissed.

#### Library Guidelines for Teachers

1. Teachers may check out library books without the two week limit, but they are expected to return the books as soon as possible. Only teachers may take reference books from the library (please do not send students for them).
2. To get books placed on the reserved shelf, turn in the information to the librarian indicating which books and the length of the check-out period.
3. If you wish to use the library for a class period for your class, be sure to clear it with the librarian at least one day in advance. A teacher must always accompany the class and supervise them the entire time they are in the library. Smaller groups may be sent to the library provided prior notification has been given to the librarian. Students are not to be sent to the library for disciplinary purposes.

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**Internet Access Availability**

Internet access is available to students and teachers in the District. These services are a vital asset and include inner-school, district-wide, and worldwide access to vast, diverse, and unique resources. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. Teachers and students have access to services which include:

1. Electronic mail (e-mail) including communication with people all over the world
2. Up-to-the-minute news and current events
3. University library catalogs, the Library of Congress, educational resources (CARL and ERIC), museums
4. Scientific research centers
5. Other resources as determined by the classroom teacher

**Terms and Conditions for Acceptable Use**

1. Violations – The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The terms and conditions of use are provided so that users are aware of the privileges and the responsibilities related to network use. Efficient, ethical, and legal utilization of the network resources is expected. If a user violates any of the provisions of network use, stated here or in the student discipline section, the user shall be subject to disciplinary action including, but not limited to, cancellation of network access.
2. Accessibility of Inappropriate Materials – The District has established user guidelines for all members of the district, students, teachers, staff, and administrators. Despite these guidelines, unacceptable material or communication may be available and accessible. It is impossible to control all materials and an industrious user may discover inappropriate resources. The administration believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may discover material that is not consistent with the educational goals of the district. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.
3. Use Shall be Educational – The purpose of the network, Internet access, and access to other online services is to support research and education within the District and among other academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of network services must be in support of education and research and be consistent with the educational objectives of the District. Use of other organizations' networks or computing resources must comply with the rules for that network.

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4. Unacceptable Uses – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following (This is not an exhaustive list and others may be added at District discretion):
- a. Uses that violate the law or encourage others to violate the law.
  - b. Transmittal of offensive, threatening or harassing messages.
  - c. Abusive and/or profane language used in transmissions.
  - d. Any use which is commercial in nature.
  - e. To use the Internet to view, transmit or download pornographic or otherwise objectionable materials.
  - f. To use the Internet to transmit confidential or copyright materials.
  - g. To use the Internet to download any program, partial program or game without the express permission of the supervising teacher and the District Technology Director/designee.
  - h. Any use of the Internet which causes harm to others or their property.
  - i. Any improper use or distribution of passwords.
  - j. Any attempt to log into the network as system administrator.
  - k. Any attempt to harm or destroy equipment, data of another user, the network, or other networks, including but not limited to the uploading or creation of computer viruses or any attempt to expose the network to viruses.
  - l. Programming vandalism.
  - m. Any “hacking” activities.
  - n. Providing or revealing private information about the user or any other person.
  - o. Any violation of District policy, rules or supporting regulation(s).
5. Security
- a. If a user identifies or has knowledge of a security problem on the network, the user shall immediately notify a teacher or administrator, and shall not show or demonstrate the security problem to other users without express permission from the teacher or administrator.
  - b. Any user identified as a security risk may be denied access to the network.
6. Revocation of Use Privileges – The use of the District network is a privilege, not a right. Use privileges may be revoked at any time if it is determined a user has violated this policy and/or committed inappropriate use. Disciplinary action may result. Students with questions pertaining to the proper use of the network shall consult with a teacher or administrator for guidance prior to any use which is questionable.

Pursuant to state law and State Department of Education regulation, the Board of Education may, at its discretion, offer web-based and/or two-way interactive video instruction as a means to expand the district's course offerings. The Board of Education shall determine courses appropriate for the particular needs of the district's students and grant credit for Internet-based instruction in approved courses. Only regularly enrolled full-time students of this district shall qualify for such course credit. Grade point averages, class standing, etc. will be completed only on web-based classes in which students are enrolled through the District and which have been board-approved as classes which will count toward grade point averages, class standing, etc.

A schedule of any fees or charges established by the board for such courses will be available at the office of the superintendent. The District shall not be liable for payment of any such fees or charges for any Internet-based course for a student who has not complied with the District's policies and procedures.

Students taking such courses shall be subject to all State Department of Education regulations concerning the courses, including but not limited to the requirement to participate in all assessments required by the Oklahoma School Testing Program.

Internet-based instruction may be given in one of four ways:

1. Synchronous instruction occurs when the instructor and student's primary interactions are in real time and requires real time interaction between student(s) and instructor as the primary format of instruction.
2. Asynchronous instruction is not dependent on instructor and student(s) interaction in real time. It allows the student to engage in learning activities anywhere and at any time.
3. Web-based instruction uses the Internet as the primary medium of instruction, with a computer serving as the primary tool of instruction.
4. Two-way interactive video instruction provides for real-time interaction between student(s) and instructor by means of an electronic medium that provides for both audio and video signals. Student(s) and instructor may see and hear each other in an approximation of real time.

A certified teacher shall be designated by the principal as the contact person to assist students in enrolling online. The teacher shall serve as a liaison to the online teacher/provider. The number of students each teacher may supervise in compliance with state law shall include web-based students. Such teachers shall be provided in-service training in methodology and technical aspects of distance learning.

The teacher so designated as the contact person shall monitor student progress, graded assignments and testing of Internet courses. If the final grade is assigned by any teacher other than an employee of this District, the grade and credit may be reviewed and accepted or adjusted



by a committee composed of the district contact teacher, the counselor and principal or designee.

Local Board policies addressing student information and privacy as well as state and federal privacy laws shall apply to students taking courses on the Internet.

District-aggregated data of such courses shall not identify any students by name. All federal and state statutes pertaining to student privacy, copyright, FCC rules and related regulations must be followed at all times.

Contract agreements between the school district and parents of students participating in alternative instructional delivery system courses shall be established prior to the beginning of Internet instruction. Parents shall be provided a copy of this policy and any related Board policy before signing the contract.

The parent shall agree to accept the terms of this policy and agree to accept the responsibility for course cost and equipment. The parents must also sign that he/she understands the grading criteria, the need for the student to maintain school attendance and the need for the student to complete the course in a specified length of time. The parent must agree to see that the student follows the rules and laws concerning Internet usage and the policies of the school district.

#### Specific Conditions for Enrollment and Credit

1. Students will not be allowed to enroll in web-based coursework when the course is available on the current-year class schedule prepared by the high school principal.
2. No student will be allowed to enroll in more than five web-based courses per semester.
3. Credit will not be placed on the student transcript until completion of all coursework associated with the web-based course. Coursework will be considered completed when the high school principal receives satisfactory documentation from the web-based course vendor that the student has completed all required work.
4. College courses completed by students will be entered on the student's transcript. College courses will not be taken as a required course for graduation, but will count as an elective.

#### Vendors

Board approval is required for all web-based courses. Vendors seeking approval of web-based courses must submit a written specification of courses and be approved by the board. The board will only consider approval of courses meeting current regulations approved by the Oklahoma State Department of Education. It is the responsibility of each vendor to provide satisfactory documentation to the board that all SDE regulations have been met and that weekly grades will be given to the principal for activity eligibility. A list of all board-approved courses will be maintained by the high school principal.

### Fair Use Doctrine

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Legal References: P.L. 94-553 Federal Copyright Law of 1976 (U.S. Code, Title 17).

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the boundary of fair use, these four standards must be met for any of the foregoing purposes:

1. The purpose and character of the use. The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. The nature of the copyrighted work. Staff may make single copies of book chapters for use in research, instruction, or preparation for teaching; articles from periodicals or newspapers; short stories; essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
3. The amount and substantiality of the portion used. In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### Fair Use Guidelines for Staff

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

Staff may make copies of copyrighted school district materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the principal. Staff members who fail to follow this procedure may be held personally liable for copyright infringement.

1. Books and Periodicals

a. Permissible Uses:

- i. In preparing for instruction or use in research, a teacher may make or have made a single copy of:
  1. A chapter from a book;
  2. An article from a newspaper or periodical;
  3. A short story, short essay or short poem; or
  4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- ii. A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include the notice of copyright present in the original work.
  1. Brevity
    - a. A complete poem, if less than 250 words and if printed on not more than two pages, may be copied; excerpts from longer poems cannot exceed 250 words;
    - b. Complete articles, stories or essays of less than 2500 words may be copied. Excerpts from prose works of not more than 1000 words or 10% of the work -whichever is smaller - may be copied, but in any event, a minimum of 500 words may be copied.
    - c. Each numerical limit set forth above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph;
    - d. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied.
    - e. "Special" works cannot be reproduced in full under any circumstances; however, an excerpt of not more than two published pages containing not more than 10% of the words in the text of such special work may be reproduced. What constitutes a "special" work is not clearly defined; however, special works include children's books combining poetry, prose or poetic prose with illustrations and which
      - i. are less than 2500 words in their entirety. For a further discussion on what constitutes a "special" work, see Agreement on Guidelines for classroom

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2. Spontaneity
    - a. Copying should be at the "instance and inspiration" of the individual teacher; and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
  3. Cumulative Effect
    - a. Teachers are limited to using copied material for only one course in the school in which copies are made.
    - b. No more than one short poem, article, story, essay or two excerpts from the same author may be copied, and no more than three works or excerpts can be copied from a collective work or periodical volume during one class term.
    - c. Teachers are limited to nine instances of multiple copying for one course during one class term.
    - d. The numerical limitations set forth above do not apply to current news periodicals, newspapers and current news sections of other periodicals.
  - iii. Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. Dramatic works, that is, works that have a plot or story line such as an opera or play, are generally given more protection than are nondramatic work.
  - iv. The performance of a nondramatic literary or musical work or display of a work may be broadcast if the performance or display is:
    1. a regular part of the instructional activities;
    2. of material assistance to the teaching content; and
    3. transmitted primarily for reception in classrooms or similar instructional places, by persons with disabilities, or by officer or employees in the school district as part of their official duties.
    4. All other performances require permission from the copyright owner.
- b. Prohibitions:
- i. Using copies to create, replace or substitute for anthologies, compilations or collective works.
  - ii. Copying of or from works intended to be "consumable" in the course of study or of teaching. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets.

- iii. Substituting copies for the purchase of books, publishers' reprints or periodicals, or repeatedly copying the same item from semester to semester.
- iv. Copying because teacher was directed by a "higher authority."

## 2. Music (print)

### a. Permissible Uses:

- i. For academic purposes, other than performance, teachers may make a single copy of an entire performable unit (section), movement, aria, etc. from a printed musical work that is:
  - 1. Confirmed by the copyright proprietor to be out of print; or
  - 2. Unavailable except in a larger work, for purposes of preparing for instruction.
- ii. A teacher may make multiple copies not exceeding one copy per pupil for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a selection, movement, or aria.
- iii. In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available, provided that purchased copies shall be substituted in due course.
- iv. A teacher may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.
- v. A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works owned by the school or the individual teacher for use as aural exercises or examination questions.
- vi. A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.

### b. Prohibitions:

- i. Copying used to create, replace or substitute for anthologies, compilations or collective works;
- ii. Copying of consumable works.
- iii. Copying for the purpose of performance, except in the case of an emergency as set forth above.
- iv. Copying for the purpose of substituting for the purchase of music, except as set forth above.
- v. Copying without inclusion of the copyright notice appearing on the printed copy.

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3. Music (performance)

- a. Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.
- b. If the requirements of the foregoing paragraph are not satisfied, performances of nondramatic musical works which are copyrighted are permitted without the authorization of the copyright owner, provided that:
  - i. The performance is not for a commercial purpose;
  - ii. None of the performers, promoters or organizers are compensated; and
    1. There is no direct or indirect admission charge; or
    2. Admission fees are used for educational or charitable purposes only; provided that the copyright owner has not objected to the performance.
- c. All other musical performances require permission from the copyright owner.

4. Off-Air Recording of Copyrighted Programs

- a. Television programs transmitted by television stations for reception by the general public without charge (hereinafter referred to as "broadcast programs") may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately.
- b. Off-air recordings may be used once by individual teachers in the course of relevant instructional activities, and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days - not counting weekends, holidays, vacations, examination periods or other scheduled interruptions.
- c. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- d. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.
- e. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast

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program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes or any other non-evaluation purpose after the ten (10) day period.

- f. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- g. Copying of broadcasts on commercial and public radio, except for copyrighted musical selections (see section on Music above) is permitted under the same rules that apply to off-air taping of broadcast programs; however, there is no special provision allowing libraries to tape radio news programs.
- h. It is illegal, unless permission is obtained, to record or use the encrypted channels (e.g., Disney, HBO, Cinemax, etc.).
- i. Educators may record *Cable in the Classroom* and *Classroom Channel (Channel One)* programs off-air, and retain and use them for educational purposes in the classroom for a minimum of one year or as otherwise specified in the broadcast information.
- j. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### 5. Videotapes and Films

- a. A teacher may use copyrighted non-print material in a classroom including but not limited to videotapes (whether purchased or rented), DVDs, laserdiscs, film, filmstrips and slide programs in the classroom, if all four of the following criteria are met:
  - i. The performance or display must be of a legal copy of the work;
  - ii. The performance must occur in the course of face-to-face teaching activities directly related to the curriculum;
  - iii. The performance must take place in a classroom or similar place of instruction, in a non-profit educational institution; and
  - iv. The performance or display must be presented by instructors or pupils in the class.
- b. Videos may only be rented performed or displayed for classroom use when a copy is legally obtained from agencies or companies which allow for such use. Many retail video rental stores have strict license agreements prohibiting use with large, non-home audiences. However, the "home use only" label does not restrict a school from using the video when the above four criteria are met. Classroom or school-wide use of audiovisual work for entertainment or reward is specifically prohibited. These restrictions may also apply to the use of videos purchased for home use. Staff is expected to review and honor these agreements.
- c. There are more limitations when a teacher wants to transmit copyrighted non-print material in a setting that does not occur in a face-to-face teacher and student

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activity, such as distance education. In any situation in which the transmission of material does not occur in face-to-face teacher student activity, transmissions of performance and display material is permitted for:

- i. All non-dramatic literary or music work; examples include an audiovisual of the performance of a poem or short story teaching, all music other than opera, music videos, and musicals;
  - ii. Reasonable and limited portions of any other performance such as films and videos of all types and any dramatic musical works excluded above; and
  - iii. Display of any work in amounts comparable to typical face-to-face displays such as still images of all kinds.
- d. The performance or display of these materials must be a regular part of the mediated instructional activity and technologically limited to students enrolled in the class. Notice must be given that the material may be protected by copyright. Technological measures must be applied that reasonably prevent recipients from retaining the works beyond the class session and further distributing them.
- e. Videocassettes copied from the *Oklahoma Video Consortium* are marked as such and must be erased should membership in the consortium cease.
- f. Prohibited uses of copyrighted non-print material in any situation in which the transmission of the material does not occur in face-to-face teacher and student interactions include:
1. Works primarily produced or marketed for in-class use in the digital distance education market;
  - ii. Works the employee knows or has reason to believe were not lawfully made or acquired; and
  - iii. Textbooks, course packages and other materials typically purchased by students individually and materials a teacher would want a student to study or view on their own time outside of class.
6. Computer Software
- a. Staff members and students are to be made aware of the legal, ethical and practical problems caused by software piracy and illegal access to any database, electronic bulletin board, website, CD-ROM or similar electronic delivery format.
  - b. It is permissible to make a backup copy of a legally-owned software program to keep as an archival copy in the event the original disk fails to function. Archival copies cannot be used on a second computer at the same time the original is in use.
  - c. Loading the contents of one disk or CD-ROM into multiple computers for use at the same time is prohibited without a special license, lab pack arrangement or permission from the copyright owner.
  - d. Software programs may be distributed via a LAN (local area network) or a WAN (wide area network) only if the copyright owner's permission has been obtained.



- e. When the software is to be used on a file-serving system, efforts must be made to prevent this software from being copied.

#### 7. Educational Multimedia

- a. Teacher or student-developed multimedia programs of incorporating copyrighted programs material may be used for classroom purposes only. The following guidelines are in place for such programs:
  - i. Illustrations and photographs may use up to 10% or 15 images (whichever is less).
  - ii. Numerical data sets may use up to 10% or 2500 fields or cell entries (whichever is less).
  - iii. Music, lyrics and music video may use up 10% or 30 seconds of an individual work (whichever is less).
  - iv. Motion materials may use up to 10% or 3 minutes (whichever is less).
  - v. Text materials may use up to 10% or 1,000 words (whichever is less)
- b. An additional copy may be made for preservation purposes but may only be used or copied to replace a use copy that has been lost, stolen, or damaged. In the case of a jointly created educational multimedia project, each principal creator may retain one copy but only for the instructional classroom-based purposes.
- c. Teachers may use their educational multimedia projects created for educational purposes for teaching courses, for a period of up to two years after the first instructional use with a class. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production.
- d. Students may keep lawfully acquired copyrighted materials in multimedia programs created for educational purposes indefinitely for such uses as seeking employment or applying for graduate school.

#### 8. Internet and Website Databases Material

- a. Users are bound by the District's Acceptable Use policy. Violations of this policy, including copyright infringement, will result in loss of the Internet use privileges.
- b. The author of an e-mail message effectively owns the copyright in the message. Therefore, e-mail messages should not be posted to discussion groups, newsgroups and the like without permission of the author.
- c. Duplicating a website, or portion of a website, for use in another website is prohibited without explicit permission of the author.
- d. Individuals may download computer searches, but searches shall not be retained and downloaded material may not be used to create a derivative work.
- e. Materials found on the Internet shall be assumed to be copyrighted and a copyright notice is not required to claim copyright status. All material used from

the Internet may be copyrighted and should shall be treated as all other material under the Fair Use guidelines.

9. Requesting Permission to Use Copyrighted Materials

- a. Beyond the limits of fair use, educators must request permission to use copyrighted materials. Most copyright owners will grant permission for one-time use of parts of their works without charge or upon payment of a minimal fee. Blanket permission should not be requested.
- b. If any question exists as to whether a particular act of copying might be in violation of the copyright law, the educator must request permission from the copyright holder.

**Student Records**

These policies and procedures are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Oklahoma Statutes pertaining to student records. The District fully complies with these statutes and is committed to the implementation of these policies and procedures.

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

In case a parent of a student, an eligible student, or a citizen of this District believes that the district is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Office  
U.S. Department of Education  
Room 4511 Switzer Building  
Washington, D.C. 20202  
Phone: (202) 732-2058

Oklahoma Statues (Oklahoma Law 70 O.S. 6-115) pertaining to student records are as follows:

“It will be unlawful and a misdemeanor for any teacher to reveal any information concerning any child obtained by him/her in his/her capacity as teacher except as may be required in the performance of his/her contractual duties, except said information may be furnished to the parent or guardian of said child upon request.”

Federal laws govern access to student records by parents, students, and other persons. Non-compliance means loss of funding.

Oklahoma School Law (51-24A.16) Public Education Institution - Student Records reads:

“Except as set forth in subsection B of this section, public education institutions and their employees may keep confidential:

1. Individual student records;
2. Teacher lesson plans, tests and other teaching material; and
3. Personal communications concerning individual students.

If kept, statistical information not identified with a particular student and directory information shall be open for inspection and copying. “Directory information” includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution

attended by the student. Any educational agency or institution making public directory information shall give public notice of the categories of information which it has designated as such information with respect to each student attending in the institution or agency and shall allow a reasonable period of time after such notice has been given for a parent to inform the institution or agency that any or all of the information designated herein should not be released without the parent's or guardian's prior consent or the student's himself if he/she is eighteen (18) years of age or older."

### **Directory Information**

The District hereby designates the following personally identifiable information contained in a student's education records as "directory information," and it will disclose that information without prior written consent. A parent who does not wish any or all of the following information to be released must notify the district in writing within the first month of each school year which information should not be released without the parent's prior consent. Directory information includes:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's likeness (i.e., yearbook photos, etc.)
6. The student's major field of study
7. The student's extra-curricular participation
8. The student's achievement awards or honors
9. The student's weight and height if a member of an athletic team
10. The school or school district the student attended before he or she enrolled in this District.

Upon enrollment in the District, parents and eligible students in the district will be given a school handbook that contains the above list or a revised list of the items of directory information it proposes to designate as directory information.

### **Collection, Maintenance and Dissemination of Student Information**

It is necessary for the Board of Education to maintain extensive and sometimes personal information about students and their families for educational purposes. It shall be the responsibility of the Superintendent of Schools to administer the following policies pertaining to the collection, maintenance, and dissemination of student records.

**Collection of Information**

Information about a student and his/her family shall be collected upon entry into this District. It shall be kept current and shall include:

1. Basic information about the student and his/her or her family
2. Attendance records
3. Grades or progress reports
4. Health information
5. Records of achievement in the basic skills
6. Results of intelligence, aptitude and interest tests
7. Special individual test results on students with special needs.

It is the responsibility of each building principal to make reasonable effort to notify parents when standardized tests are to be administered. Parents must also be notified if, during the school year, any individual diagnostic test reveals the need of a special program for their child.

When data is to be collected or used for non-school purposes (research studies, local survey, etc.), either by school personnel or outsiders, written authorization must be obtained from the Superintendent.

**Annual Notification**

The District will place a notification page in all elementary and secondary handbooks concerning parents and eligible student's rights under the FERPA and this policy. Parents must sign for handbooks at the elementary schools. Handbooks are given to all parents and/or students at enrollment time. The notice will include the following:

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

**Statement of Rights**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

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

All rights and protections given parents under the FERPA and this policy become the student's when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

**Record Maintenance**

Each principal, or designate, shall be responsible for record maintenance and access within his/her building. All student records when not in use shall be kept under lock and key.

Two years after graduation, or two years after the student has left this District for any reasons, all of his/her records, except the Permanent Records, will be destroyed.

All confidential records will be maintained for at least five years from the time they are generated.

After five years or parent request and determination that the confidential records are no longer needed they may be destroyed. Parents must be notified 60 days before destruction of confidential records and will be offered the opportunity to obtain the documents.

All parental rights regarding educational records pass to the child upon reaching the age of majority (age 18) or when attending an institution of post-secondary education unless a specific statute or court order districts otherwise.

**Procedure to Inspect Education Records**

1. Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records.
2. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will assist the parents in the on-site review by providing a mutually agreed-upon time and supervising the inspection.
3. Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he/she wishes to inspect.
4. The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site). The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
5. If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
6. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other student.

**Student Records Suspension**

Any student suspended or dropped from a class or classes due to discipline, attendance, or etc., will receive a W (withdrawn) and their current grade. The W and current grade will be recorded on the student's transcript with no credit received. This grade will be used only to indicate the student's level of performance at the time he/she is dropped or suspended and will not be averaged in on his/her overall grade point average.

### Fees For Copies Of Records

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

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

FERPA requires the school district to provide copies of records:

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

The fee for copies provided under FERPA may not include the costs for search and retrieval. This fee will be ten (10) cents per page. (actual copying cost less hardship factor).

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as convenience will be 25 cents per page (actual search, retrieval, and copying costs) plus postage if that is involved.

### Use Of Student Education Records

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

1. A person certified by the state and appointed by the school board to an administrative or supervisory position.
2. A person certified by the state and under contract to the school board as an instructor.
3. A person employed by or under contract to the school board to perform a special task such as a secretary, a period of his/her performance as an employee or contractor.
4. A person duly elected to the school board, when review of the student records is pertinent to a pending board decision.



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

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

The District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent except that the school superintendent or a person designated in writing by the superintendent may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school. The district will not further notify parents or eligible students prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district.
3. To the parties who provide or may provide financial aid to a student to:
  - a. Establish the student's eligibility for the aid.
  - b. Determine the amount of financial aid.
  - c. Establish the conditions for the receipt of the financial aid.
  - d. Enforce the agreement between the provider and the receiver of financial aid.
4. If a state law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.
5. When the District has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code.
8. To comply with judicial order or lawfully issued subpoena. The district will make reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.
9. If the disclosure is an item of directory information and the student's parent or the eligible student has not refused to allow the district to designate that item as directory information for that student.
10. The District will permit any of its officials to make the needed disclosure from student education records in a health of safety emergency if:
11. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons.

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12. The information is necessary and needed to meet the emergency.
  13. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
  14. Time is an important and limiting factor in dealing with the emergency.
  15. District officials may release information from a student's education record if the student's parents or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:
    - a. A specification of the records to be released.
    - b. The reason for the disclosure.
    - c. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
    - d. The parent or student's signature.
    - e. The date of the consent and, if appropriate, a date when the consent is to be terminated.

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

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

#### Records of Requests for Access and Disclosures Made from Education Records

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

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

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

This record will not include requests for access or access granted to parents of the student or to an eligible student, request for access granted to officials of the District who have

legitimate educational interest in the student, request for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosure of directory information designated for that student.

#### Access To Confidential Records

All confidential special education records for handicapped students will be kept in a separate folder and not in the child's regular school cumulative folder. These records will be kept in a secure, locked area. To facilitate the updating process, individual files should have information arranged in chronological order, with the current or most recent individualized education program and other documents at the front of the folder.

One person in each local agency shall assume responsibility for ensuring the confidentiality of any personally identifiable information. Persons collecting or using personally identifiable information shall be trained by the local agency annually in confidentiality policies and procedures. Each agency shall maintain, for public inspection, a current listing of the names and positions of those employees who may have access to confidential information. The following persons have access to the records when they have a legitimate educational interest:

1. Special Education Teacher.
2. Regular Teacher.
3. Administrators and Designated Administrative Personnel.
4. Counselors, including Vocational Rehabilitation.
5. State Department of Education Personnel.
6. Vocational - Technical Education Personnel.
7. Parents/Guardians/Surrogate Parents.
8. Student (if appropriate and 18 years old).
9. Paraprofessionals/Teacher Assistants.
10. Registered Physical Therapists.
11. Physical Therapist Assistants.
12. Occupational Therapists.
13. Certified Occupational Therapist Assistants.
14. School Psychologists and Psychometrists.
15. Speech and Language Pathologists/Therapists.
16. School Nurses.
17. Social Workers.
18. Other related service providers as appropriate.
19. Student Teachers.

Unauthorized persons must have parental permission to access confidential records. A form must be kept in each handicapped student's folder to record who accessed the records, on what date, and the purpose.

“Disclosure” of education records or personally identifiable information contained in those records means to permit access to or the release, transfer, or other communication to any party by any means, including oral, written, or electronic means. An educational agency or institution may disclose personally identifiable information from a student’s education record to other school officials of another school system of postsecondary education institution where the student seeks or intends to enroll; to state and local educational authorities; to accrediting and monitoring personnel; and to the Comptroller General of the United States or the Secretary of the U.S. Department of Education. The Authority to Transfer Education Records form (SDE Form 12) may be used for this purpose.

Any other disclosure will require written parent/eligible student consent in accordance with FERPA. SDE Form 13, Consent to Release Information (Third Parties) may be utilized to meet this requirement. The disclosure or transfer of confidential records used to provide special education shall be made according to LEA policy. The LEA policy should include the method of transfer of records to another LEA and circumstances which require written parental permission before disclosure or transfer.

The SDE may maintain, give access and/or release personally identifiable data to other agencies in order to facilitate monitoring placement; provisions of services for children in need of special assistance or prolonged assistance; and to enforce legal requirements. Should the participating agency need to disclose personally identifiable data other than for the purpose for which the data has been collected, the agency shall first obtain informed parent consent.

### **Procedures to Seek to Correct Education Records**

Parents of students and eligible students have a right to seek to change any part of the student’s record they believe is inaccurate, misleading or in violation of student rights. (NOTE: Under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term “incorrect” will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term “correct” will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term “requester” will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

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

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

**Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

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

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record should be corrected, he/she will effect the change and notify the requester in writing that he/she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he/she will make a written summary of any discussions with other officials and of his/her findings in the matter. He/she will transmit this summary and a copy of the written request to the school superintendent.

### Third Level Decision

The school superintendent will review the material provided by the record custodian, and if necessary discuss the matter with other officials such as the school attorney or the school board (in executive session). He/she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he/she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he/she would if the change had been made at the second level. If the superintendent decides the record is correct he/she will prepare a letter to the requester which will include:

1. The school district's decision that the record is correct and the basis for the decision.
2. A notice to the requester that he/she or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing.
3. Instructions for the requester to contact the superintendent, or an official he/she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The district will not be bound by the requester's positions on these items but will so far as possible, arrange the hearing as the requester wishes.)
4. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

### Fourth Level Decision

After the requester has submitted (in writing) his/her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and whom it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his/her or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the

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hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if he/she believe the hearing officer's recommendation is not consistent with the evidence present. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester which will include:
  - a. The school district's decision that the record is correct and will not be changed.
  - b. A copy of summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision.
  - c. Advice to the requester that he or she may place in the student's education record an explanatory statement which states the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

#### Final Administrative Step in the Procedure

When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

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

#### **Notification of Rights Under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*I. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -*

1. Political affiliations;
2. Mental and psychological problems of the student or student's family;

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3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine eligibility.

*II. Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*III. Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:



1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

*Parent/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Parents Right-to-Know Requirements under No Child Left Behind**

At the beginning of each school year, a student's parents/guardians may request information regarding the professional qualifications of their student's teacher/s. Specifically the parent has the right to know the following:

1. Whether a teacher has met state qualifications for license and certification; and
2. Whether the teacher is teaching under an emergency or provisional certificate; and
3. The baccalaureate and graduate degree majors of the teacher/s.

Additionally, parents may request information concerning whether the student will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.

Timely notification also is required if a student receives instruction from an unqualified teacher for four or more consecutive weeks.

**TITLE I  
PARENT INVOLVEMENT  
TITLE I, ESEA COMPLAINT RESOLUTION  
INVESTIGATION REPORT, ESEA TITLE I PRG. ACTIVITIES**

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Rationale and Guidelines for Implementation

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I-eligible students in all aspects of the program. Education of children is viewed as a cooperative effort among parents, school and community. To that end, the School District agrees to implement the following statutory requirements:

1. The District agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:*

- *Parents play an integral role in assisting their child's learning;*
  - *Parents are encouraged to be actively involved in their child's education at school;*
  - *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*
  - *That other activities, such as those described in section 1118 of the ESEA, are carried out.*
2. The District will jointly develop with parents and distribute to parents of participating children a Parental Involvement Policy.
  3. The District will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
  4. The District will make the Parental Involvement Policy available to the local community.
  5. The District will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
  6. The District will adopt a "School-Parent Compact" incorporated into its Parental Involvement Policy, as a component thereof. This Compact shall:
    - a. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
    - b. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television-watching and computer usage, volunteering in the classroom, and participating, as appropriate, in decisions relating to their child's education and positive use of extracurricular time; and
    - c. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents and reasonable access to staff.

**TITLE I  
PARENT INVOLVEMENT  
TITLE I, ESEA COMPLAINT RESOLUTION  
INVESTIGATION REPORT, ESEA TITLE I PRG. ACTIVITIES**

**1000.16  
(2 OF 6 PAGES)**

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Involvement of Parents in Development

The District will take the following specific actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

1. The development of an infrastructure to continually assess, plan and implement strategies that build the partnership, including but not limited to the following:
  - a. A district-wide committee of parents, teachers, and administrators to guide overall program efforts and serve as a home-school partnership network.
  - b. Coordination of activities through the staff development system in areas of teacher in-service, assessment of teaching strengths, and communication with parents toward creation of the best possible learning experience for each child.
2. Self-study of parental involvement practices by teams of parents, teachers and the administrator in each school using the following seven basic principles considered essential to home-school partnerships:
  - a. Every aspect of the school climate is open, helpful and friendly.
  - b. Communications with parents (whether about school policies and programs or about their own children) are frequent, clear and two-way.
  - c. Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children's school learning and behavior.
  - d. Parents are encouraged, both formally and informally, to comment on school policies and to share in the decision-making.
  - e. The principal and other school administrators actively express and promote the philosophy of partnership with all families.
  - f. The school encourages volunteer participation from parents and the community at large.
  - g. The school recognizes its responsibility to forge a partnership with all families in the school, not simply those most easily available.
3. Resources will be provided to principals, teachers and parents. The District will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:
  - a. The School Parental Involvement Policy will be distributed to parents upon request at Title I parent meetings.
  - b. Parents of new participating students will receive the policy upon registration if eligible for Title I.
4. The District will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school utilizing information gathered through various methods, to include the following:
  - a. Regular Title I meetings;
  - b. PTA meetings; and
  - c. Board meetings

**TITLE I  
PARENT INVOLVEMENT  
TITLE I, ESEA COMPLAINT RESOLUTION  
INVESTIGATION REPORT; ESEA TITLE I PROG. ACTIVITIES**

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5. The District will annually inform parents of the following:
  - a. That The District participates in Title I;
  - b. The requirements of Title I;
  - c. Of their rights to be involved; and
  - d. That meetings will be held at various and convenient times to encourage parents to attend, and that parents will be notified about such meetings through school memos, newsletters, and other appropriate methods.
6. The District will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement.
7. The District will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:
  - a. Title I parent meetings; and
  - b. Regular parent/teacher conferences.
8. If the school wide plan is not satisfactory to parents of participating children, Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title I Coordinator, the principal, or the superintendent of schools.

Responsibilities for High Academic Achievement

1. The District will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities such as the ones described below:
  - a. Parent training;
  - b. Family nights; and
  - c. Parental access to relevant library materials and other resources such as web sites, parent organizations, etc.
2. The District will provide assistance upon request to parents of children served by the school in understanding topics such as the following:
  - a. The State's academic content standards;
  - b. The State's student academic achievement standards;
  - c. The State and local academic assessments including alternate assessments;
  - d. The requirements of Title I;
  - e. How to monitor their child's progress; and
  - f. How to work with educators.

**TITLE I  
PARENT INVOLVEMENT  
TITLE I, ESEA COMPLAINT RESOLUTION  
INVESTIGATION REPORT; ESEA TITLE I PROG. ACTIVITIES**

**1000.16  
(4 OF 6 PAGES)**

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3. Parents will receive training and necessary information on the topics above through means such as the following:
  - a. PTA workshops;
  - b. A list of web sites or other relevant resources; and
  - c. School-sponsored trainings and workshops.
4. As appropriate, the school will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental involvement, by holding regular Title I meetings, family nights, and encouraging parental participation.
5. The District will, with the assistance of parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by encouraging staff to attend parental involvement workshops and conferences, web-based learning, and site staff development.

The school will, to the extent feasible and appropriate, take action to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

**TITLE I  
PARENT INVOLVEMENT  
TITLE I, ESEA COMPLAINT RESOLUTION  
INVESTIGATION REPORT; ESEA TITLE I PROG. ACTIVITIES**

**1000.16  
(5 OF 6 PAGES)**

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**TITLE I, ESEA COMPLAINT RESOLUTION**

Any parent, individual, or organization with a complaint with regard to the Title I program at Hinton Public Schools may make the complaint known to the Superintendent of schools in written form by filling out Part 1 of the form, "Investigation Report on the Administration of ESEA Title I Program Activities." Within 30 days of receipt of the complaint, Hinton Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complaint's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Hinton Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Hinton Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.



**HINTON PUBLIC SCHOOL RETENTION POLICY**

According to bill SS70-1210.508C, THE READING SUFFICIENCY ACT, no student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

The parent of any student who is found to have a reading deficiency and is not reading at the appropriate level will be provided with the following information in writing:

1. The student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified are of reading deficiency;
4. **The student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause (see examples of good cause exemptions on page 2).**
5. Strategies for parents to use in helping their child succeed in reading proficiency;
6. That while the results of the criterion-referenced test administered are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available;

**GOOD CAUSE EXEMPTIONS**

Good Cause Exemptions will only apply to students who meet these specific criteria. If a student in third grade scores below limited knowledge on the OSTP in reading, the student WILL NOT promote unless one or more of these good cause exemptions apply. **This decision must meet the requirements of the law and reading sufficiency act. Final decision will rest with the school district. Parents will not be able to appeal to the school board for promotion for their child. The criteria must be met, or the third grade student will be retained.**



**READING SUFFICIENCY ACT  
STUDENT PROMOTION/RETENTION**

**1000.17  
(1 OF 2 PAGES)**

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**RETAINED STUDENT PROCEDURES**

The school district will provide students who have been retained with intensive interventions in reading, intensive instructional services and support to remediate the identified areas of reading deficiencies, including a minimum of 90 minutes a day of daily, uninterrupted, scientific-research based reading instruction.

A thorough explanation of the interventions and instructional options can be found at the following website – <http://www.ok.gov/sde/title-210-state-department-education>.

**MID-YEAR PROMOTION**

Students who demonstrate that they are successful and independent readers, are reading at or above grade level and are ready to promote to fourth grade, may be eligible for mid-year promotion. Hinton School will use diagnostic tools such as subsequent testing, portfolio review and alternative assessments to determine eligibility for mid-year promotion. All diagnostic tools must be approved by the Oklahoma State Board of Education. Mid-year promotion will occur only upon agreement between the parent or guardian of the student and the school system.

Hinton School will abide by and follow all mandates and regulations set forth by the Oklahoma State Board of Education.

## **Valedictorian/Salutatorian for Graduating Seniors**

In order to qualify and be named Valedictorian, a Senior must rank first scholastically during a period of 4 years of high school. If there is a tie, Co-Valedictorians will be named. Valedictorian will be figured on the first seven (7) semesters of high school credits.

In order to qualify and be named Salutatorian, a Senior must rank second scholastically during a period of 4 years of high school. If there is a tie, Co-Salutatorians will be named. Salutatorian will be figured on the first seven (7) semesters of high school credits.

BOE APPROVED 02/12/19

## **Graduation Attire**

**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.

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

**1000.19  
(1 of 4 Pages)**

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

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

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

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

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

The district hereby designates \_\_\_\_\_ as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at \_\_\_\_\_ and via email to \_\_\_\_\_. This contact information shall also be accessible on the school district's website.

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

**PROHIBITION OF RACE AND SEX DISCRIMINATION**                      **1000.19**  
**IN CURRICULUM AND COMPLAINT PROCESS**                      **(2 of 4 Pages)**

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The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

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

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

**LEGAL REFERENCE: 70 O.S. § 24-158**  
**State Accreditation Standard 210:10-1-23**

**A policy on this issue is required by the**  
**Standards of Accreditation for Oklahoma Schools**  
**Effective July of 2021**

BOE Approved 03/27/23





**SECTION 1100**  
**PUBLIC, PATRONS AND PARENTS**

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

Each facility or part of a facility constructed by, on behalf of, or for the use of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

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

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

1. The nature and cost of the accommodation needed;
2. The overall financial resources available to the district;
3. The number and nature of employees at the facility in question.

REFERENCE: PUBLIC LAW 101-336, THE AMERICANS WITH DISABILITIES ACT (ADA)



**FILING A GRIEVANCE  
BASED ON A COMPLAINT OF DISCRIMINATION**

**1100.02  
(1 OF 2 PAGES)**

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It is the policy of the Board of Education that the District shall not discriminate against any person on the basis of race, color, national origin, age, sex or disability. The District is committed to taking appropriate measures to remedy and prevent recurrence of any discrimination of which it has notice. The Board has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discriminatory action prohibited by law:

Any person believing that the District, its Board of Education or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VII of the Civil Rights Act of 1964 (race, color, national origin discrimination); (2) Title IX of the Education Amendment Act of 1972 (sex discrimination, sexual harassment); (3) Section 504 of the Rehabilitation Act of 1973 (disability discrimination); (4) the Age Discrimination Act of 1975 (age discrimination); and/or (5) Title II of the Americans with Disabilities Act of 1990 (disability discrimination) may bring forward a complaint—which shall be referred to as a grievance—to:

Superintendent of Hinton Public Schools  
P.O. Box 1036, Hinton, OK 73754  
405-542-3257

Any person who believes he or she has been subjected to such discrimination may file a grievance under the procedures outlined below. It is against the law for the District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the availability and use of this grievance procedure does not prevent a grievant from filing a complaint of discrimination with the appropriate federal agency handling such issues.

**Procedure for Grievance Resolution:**

1. Informal Resolution: Prior to filing of a written complaint, the grievant is encouraged to bring the matter to the attention of the Civil Rights Coordinator. Reasonable effort will be made to resolve the problem or complaint informally.
2. Formal Grievance Filing: In the event the problem or complaint cannot be resolved informally, the grievant shall comply with the procedures outlined below for filing a formal grievance:
  - a. The grievance must be submitted to the Civil Rights Coordinator within thirty (30) days of the date the grievance occurs.

**FILING A GRIEVANCE  
BASED ON A COMPLAINT OF DISCRIMINATION**

**1100.02  
(2 OF 2 PAGES)**

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*In the event that the individual committing the alleged discriminatory act is the Civil Rights Coordinator, a grievance may be made directly to the Superintendent of Schools. In the event that the Superintendent of Schools is the individual committing the alleged discriminatory act, a grievance may be made directly to the Board of Education.*

- b. The grievance must be in writing, containing the name and address of the person filing it, as well as the name of the grievant, if different. The grievance must state as specifically as possible the problem or action alleged to be discriminatory and the remedy or relief sought.
  - c. The Civil Rights Coordinator shall conduct a thorough, reliable and impartial investigation of the grievance. The grievant will be afforded an opportunity to submit witness testimony and evidence relevant to the grievance and may be asked for additional information deemed necessary for investigating and resolving it. The Civil Rights Coordinator will issue a written decision on the grievance no later than thirty (30) days after its filing. The Civil Rights Coordinator shall maintain the files and records relating to the grievance at this level.
3. Appealing the Decision: In the event the grievant is not satisfied with the Civil Rights Coordinator's decision, the grievant may appeal the decision, as follows:
- a. The grievant must submit an appeal to the Superintendent of Schools within fifteen (15) days of receiving the Civil Rights Coordinator's decision. This appeal shall be in writing. The Superintendent shall issue a written decision no later than thirty (30) days after the appeal was filed.

*In the event that the Superintendent of Schools is the designated Civil Rights Coordinator, and/or in the event that the individual committing the alleged discriminatory act is the Superintendent of Schools, an appeal may be made directly to the Board of Education, as outlined below.*

- b. If not satisfied with the Superintendent's decision, the grievant may appeal the decision to the Board of Education within fifteen (15) days of receiving the Superintendent's decision. The Board shall place the grievance appeal on the agenda for its next regularly-scheduled board meeting and shall issue a written decision in response to the appeal no later than thirty (30) days after the meeting at which the appeal is addressed.

Reserving Facilities

1. The Board of Education believes that the first priority in the use of its school facilities is the education of children in the district. However, local citizens are encouraged to use the facilities for other reasonable educational, recreational, and social functions.
2. The Board desires to work with the community and organizations by making available school facilities when so doing will not be conflict with the educational program.
  - a. During school hours, school buildings, property, or equipment may generally be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule. The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.
  - b. During Non-school hours, school buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours.
3. The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school facilities in such amounts and in such manner as may be determined. A schedule of current fees shall be available upon request from the office of the Superintendent. Fees for use may be waived or reduced at the discretion of the Board of Education or Superintendent. If a rental charge is required, it shall be paid in the superintendent's office. All checks shall be made payable to the school district.
4. All facilities rentals shall be made by reservation only. Reservations shall be made in the office of the Superintendent. A minimum of one week's notice is required for facility reservations. Priority for scheduling and use shall be given to school events. Other reservations will be taken on a first-come, first-served basis. The school district reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.

Rules Applicable to Facilities Use

1. All district policies, rules and/or regulations shall be applicable to facilities rentals and persons utilizing such rentals. Observance of these shall be a condition precedent to rental and use.
2. No alterations may be made to school facilities without prior approval at the time the reservation is made.

3. Facilities shall be left in the same or better condition as they were before use. The persons or organization renting the facility shall be responsible and shall be liable for any and all loss, damages, clean-up costs, etc. It is the responsibility of the organization to obtain and provide proof of liability insurance before using any facility.
4. No use shall be permitted for any individuals or groups not granted permission to use the premises during the allotted time. Juvenile organizations must have adult sponsorship and supervision.
5. Access to rooms or facilities, including playing fields, other than those approved for use, shall not be permitted.
6. No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.
7. Tobacco of any form in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
8. All functions must close by 12:00 a.m. unless special arrangements have been made at the time of reservation.
9. Property of the school district such as machinery, tools, furniture, etc., shall not be loaned or rented to the public under normal circumstances. The Superintendent has the authority to make exceptions to this policy when circumstances warrant.

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The Board of Education 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 the district. The following guidelines have been established governing the sanctioning of such organizations and programs which 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 Statutes at 70 O.S. § 5-129.

1. The district may sanction student achievement programs and parent-teacher associations and organizations that, according to the board's determination, advance the educational objectives of the district, are beneficial to students and meet district requirements.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the district, the board may consider:
  - a. If the program, association or organization promotes activities that are an extension, expansion or application of district curriculum;
  - b. If the program, association or organization assists student government or activities in carrying out special projects or responsibilities;
  - c. If the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the board.
  - d. Supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. Organizations/Associations/Programs seeking sanctioning by the board are required to submit a written statement which includes the following:
  - a. A statement of purpose, goals, organizational structure and membership requirements;
  - b. A detailed statement of the potential benefits to the district and its students from sanctioning of the entity;
  - c. A statement of nondiscrimination consistent with state and federal laws;
  - d. Financial and performance audits, if any, which have been performed on such program/association/organization by an independent accounting firm.
4. The written statement shall be submitted to the superintendent for preliminary review. Upon review, the superintendent shall make a recommendation to the board, who will review the request and be the final determinant of whether or not to sanction. This decision is non-appealable.

5. The board may, in order to maintain the status of a sanctioned program, require performance audits to be conducted by an independent auditor. Any such audits must be submitted to the superintendent within 90 days of the request. The board will review the audits and determine whether or not to continue its sanction of the program.
6. The board or superintendent may, at their discretion, request copies of records from the sanctioned entity.
7. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the district.
8. The board reserves the right to withdraw sanctioning at any time it deems the district's best interests would be best served by so doing. Such a withdrawal is final and non-appealable.

## **SCHOOL VISITORS**

It is the policy of the Hinton Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person<sup>1</sup> out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and /or school classes. Any person who refused to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy.

## **ORDERS TO LEAVE SCHOOL PROPERTY**

**1100.06**  
**(1 OF 1 PAGES)**

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The superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

Any person who refuses to leave the school buildings or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment.

Pursuant to 21 O.S. 1991, Section 1376, the Board shall establish a grievance or appeals procedure and an opportunity for hearing for persons who have been required to leave the institution pursuant to this section. Any person removed from the institution pursuant to this section shall be given written notice of the procedure for requesting a hearing and filing a grievance or appeal. (70 O.S. § 24-131)



The procedure for appeals shall be as follows:

1. Any person removed from the school grounds or a school building shall be given written notice of his/her right to appeal.
2. The person so banned may, within 14 days of the removal, make a written request to the superintendent for lifting of the ban.
3. The superintendent may choose to lift the ban and, if so, will do so in writing and will send such notification to the banned individual. A copy will be filed with administration and security personnel of the district.
4. If the superintendent denies lifting of the ban, the affected individual may then appeal to the Board of Education within five days of receiving the superintendent's denial. If the Board approves lifting of the ban, it shall direct the superintendent to report the action in writing to all district administrators and security personnel.
5. If the appeal is denied by the Board, a letter so stating will be sent to the banned individual, administrators and security personnel.
6. Such ban will exist up to six months, with length of the ban to be designated in the letter. The time of the ban may be extended subject to additional violation of state statute by the individual or by circumstances which the Board feels warrant an extension of the ban.
7. Any person who fails to leave the school as directed or returns within the time of the ban or within six months, whichever is less, without permission of the superintendent or designee shall be guilty of a misdemeanor as per 21 O.S. § 1376.

**General**

As used herein, “school employee” shall mean any duly appointed person employed by or employees of a firm contracting with a school system for any purpose, including such personnel not directly related to the teaching process and school board members during school board meetings.

For purposes of this section, “assault” shall be defined by Section 641 of Title 21 of the Oklahoma Statutes, “battery” shall be defined by Section 642 of Title 21 of the Oklahoma Statutes, and “aggravated assault and battery” shall be defined by Section 646 of Title 21 of the Oklahoma Statutes.

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a school employee of a school district while such employee is in the performance any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one (1) year, or by a fine not exceeding Two Thousand Dollars (\$2,000), or by both such fine and imprisonment.

Any person who, without justifiable or excusable cause, commits any aggravated battery or aggravated assault and battery upon the person of a school employee while such person is in the performance of any duties as a school employee shall, upon conviction, be guilty of a felony punishable by a term of imprisonment in the State Penitentiary for a period not exceeding two (2) years, or by a fine not exceeding Five Thousand Dollars (\$5,000), or by both such fine and imprisonment.

Every school site shall post in a prominent place a notice having the following or similar language: “FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.” (21 O.S. § 650.7)

**Assaults at Athletic Contests**

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or both by such fine and imprisonment. (21 O.S. § 650.1)

## **SMOKING STRICTLY PROHIBITED**

**1100.09**  
**(1 OF 1 PAGES)**

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All persons shall comply with the Smoking in Public Places Act, 70 O.S. § 63-1-1521 to 1527, which prohibits smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the school buildings and on the school grounds by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours from 7:00 a.m. to 4:00 p.m., during the school session or when class or any program established for students is in session.

The Board, at its discretion, may establish more restrictive policies regarding smoking in or around district property. Also at its sole discretion, the board may designate smoking areas outside the buildings for use by adults during certain activities including athletic events. ‘No Smoking’ signs will be posted advising the public of the district’s non-smoking rules and regulations. The school district administration bears the responsibility for addressing complaints regarding smoking, including asking smokers to refrain from smoking. Patrons who violate this policy will be asked to leave the school premises.

“School property” is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:

1. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
2. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
3. All vehicles used by the district for transporting students, staff, visitors or other persons.

## **OUTSIDE ENTITIES, SOLICITATION OR DISTRIBUTION ON DISTRICT PROPERTY**

**1100.10  
(1 OF 1 PAGES)**

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### Salesmen, Collectors, and Solicitors Contacting Teachers

Salesmen, collectors, or solicitors are prohibited from contacting principals and/or teachers while on duty at the school. Any salesman, collector, or solicitor must have permission from the office of the Superintendent of Schools before contacting principals and/or teachers in the buildings or on school property.

### Contests for Students

School contests sponsored by outside agencies will not be allowed without prior superintendent/board approval. While there is no intent to refuse to cooperate with agencies sponsoring worthwhile contests, there is very definitely a desire to keep such cooperation within reasonable bounds. Criteria for acceptance or rejection of such contests will include, but not be limited to, the following:

1. The primary educational aims of the schools and the needs and interest of their students must be consideration at all times.
2. Schools shall not be used to promote private or commercial interests.
3. Schools shall not be used to promote sales promotion of individual competitive goods or services.
4. All materials or activities initiated by private sources shall be judged on the grounds of their direct contribution to educational values, factual accuracy, and good taste.
5. Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and/or responsibilities.

### School Fund Drives

All sales and/or fund drives in schools by school children shall be banned except ticket sales and approved promotions of student activities. All drives for funds in the school must be approved through the office of the Superintendent of Schools prior to implementation.

### Distribution of Advertising Materials or Other Propaganda in the Schools

The District will not distribute advertising materials or other propaganda on school property to the pupils because of the educational time consumed by such practices and because of the unfair advantages in such advertising. No materials of any kind without prior Superintendent approval may be distributed to school pupils on school property.

Any communication to representatives from the various media (i.e. television, newspaper, radio, etc.) pertaining to the District shall be made through the office of the superintendent of schools. Employees are instructed to refer any such communication to the superintendent and are not authorized to speak on behalf of the district.

Media representatives shall not enter any district facilities without prior express authorization from the office of the superintendent and must be accompanied by a district escort at all times when such permission has been given.

Violation of this policy shall result in suspension of any media privileges currently in place.

## **DIPLOMAS FOR VETERANS**

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II or to serve in the Korean War, the Hinton Board of Education will grant a diploma of graduation to any veteran who meets the requirements as listed below. Such diplomas will be presented in conjunction with appropriate Veterans Day programs.

To be eligible to receive a high school diploma, a veteran shall:

1. Have been honorably discharged from the Armed Forces of the United States of America;
2. Have served a minimum on active duty or have been discharged with a service-connected disability between the dates of September 16, 1940, and December 31, 1946; or between the dates of June 27, 1950, and January 31, 1955.
3. Be a resident of the State of Oklahoma.

Additional rules may be imposed by the State Department of Education after consulting with the Department of Veterans Affairs.

**SECTION 1200**  
**FORMS APPENDIX:**  
**DISTRICT EMPLOYEES**

**EALUATION OF THE SUPERINTENDENT**

**1200.01  
(1OF 1PAGES)**

---

HINTON PUBLIC SCHOOLS

SUPERINTENDENT EVALUATION FORM  
SCHOOL YEAR \_\_\_\_\_

Please rate in Superintendent in the following areas and make any comments you feel are needed according to strengths, weaknesses or suggestions for improvement.

MANAGEMENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEADERSHIP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMUNITY RELATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROFESSIONAL DEVELOPMENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD RELATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date





# EVALUATION OF PRINCIPAL - TEACHER

1200.02  
(1 OF 1 PAGES)

## Tulsa Model Goal Setting Form

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ School: \_\_\_\_\_

Instructions: This form is to be completed collaboratively by the teacher and evaluator to address any Tulsa Model Indicators in need of development. It may be used after any observation or with regard to an evaluation, in lieu of a PDP when a teacher receives a 2-Needs Improvement on no more than two indicators and no rating of 1-Ineffective. Local district policies may limit or control the use of this form.

Indicator(s) Addressed  
(No more than two per goal form—only one “active” goal form at one time.)

Reason for Goal  
Setting Form

al Statements by  
Identified Indicators-  
The Intended  
Outcomes  
(To be developed collaboratively  
By teacher and evaluator.)

Teacher Resources and \_\_\_\_\_ Use of specified Tulsa Model Portal Videos, Teaching Channel Videos or other Video Resources  
Supports for \_\_\_\_\_ Web-based resources (Please Specify)  
Accomplishing Goals \_\_\_\_\_ Print resources (Please Specify)  
(At least one must be chosen by \_\_\_\_\_ Mentoring or coaching resources (Please Specify)  
Teacher and evaluator in \_\_\_\_\_ District professional development resources (Please Specify)  
Collaboration.) \_\_\_\_\_ Other Teacher and Evaluator Approved Opportunity (Please Specify)

Evidence that will \_\_\_\_\_ Follow -Up Observation by Evaluator  
Demonstrate Success \_\_\_\_\_ Completion of Resource Reflection  
In Reaching Goal \_\_\_\_\_ Other Teacher and Evaluator Approved Evidence (Please Specify)  
(At least on must be chosen by  
Teacher and evaluator in  
Collaboration.)

Expected Date to Review Evidence  
(The review date must not be more than 20 days from the start date of the goal form.  
Follow-Up Conference Must Occur within 5 days of the review date.)

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EVALUATION OF THE COUNSELOR

**1200.03**  
**(1 OF 3 PAGES)**

---

Counselor: \_\_\_\_\_ Year in System:

School: \_\_\_\_\_ Assignment:

Evaluator: \_\_\_\_\_ Date of Evaluation:

### Definition of Marks:

- A-- Above Average: The counselor surpasses the expected standards of performance.
- S-- Satisfactory: The counselor meets or exceeds the expected standards of performance.
- N--Needs Improvement: The counselor meets minimal standards of performance; improvement is suggested.
- U--Unsatisfactory: The counselor does not meet minimal standards of performance; improvement is necessary.

NOTE: A check mark in a subcategory indicates that the described counselor behavior has been directly observed by the evaluator.

### I. Planning and Organizational Skills:

- A. Assists student progress and provides direction toward positive and productive achievement goals.
- B. Encourages students to utilize appropriate newly learned skills in daily experiences.
- C. Maximizes time on task.
- D. Maintains records of student achievement as appropriate.
- E. Demonstrates ability to establish closure in varied situations.
- F. Shows evidence of planning in daily execution of duties.

### II. Counseling Skills

- A. Demonstrates counseling skills in individual counseling settings.
- B. Demonstrates counseling skills in group/classroom settings.
- C. Demonstrates effective communication with students.
- D. Provides individual/group/classroom counseling on varied student/teacher concerns.
- E. Assists principals in conferences with parent/guardians.

- F. Coordinates referrals of students with special needs in the appropriate department within school and to outside agencies.
- G. Provides district-mandated programs to meet state goals and objectives of guidance and counseling program.
- H. Adapts counseling to student/parent needs using a variety of counseling strategies.

**III. Program Management**

- A. Develops and evaluates counseling program using such tools as needed assessment.
- B. Maintains positive and productive counseling environment.
- C. Informs school population of counseling services.

**IV. Student Achievement**

- A. Provides testing in-service and interpretation of test results.
- B. Counselor assists in monitoring student performance.
- C. Reinforces positive behavior as defined by building discipline policy.

**V. Professional Responsibilities**

- A. Follows requirements of state law, district policies, and building procedures.
- B. Fulfills non-classroom duties and responsibilities dependably.
- C. Fulfills required record-keeping responsibilities accurately, e.g. grade books, permanent records and attendance records.
- D. Completes requested information accurately and within stated time lines.
- E. Is actively involved in professional growth as evidenced by in-service participation and/or course work.
- F. Initiates suggestions for school and program improvement.

**VI. Professional Relationships**

- A. Exhibits positive, productive teacher-student interaction and understanding of students.
- B. Establishes two-way communications with parents in a professional manner.
- C. Exhibits rapport and cooperation with staff and colleagues.
- D. Cooperates with administration in developing, implementing, evaluating school program.

**VII. Personal Characteristics**

- A. Shows enthusiasm for and interest in teachers.
- B. Exhibits patience, self-control, and tact.
- C. Adapts to changes in routine and new situations.

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

- I have seen this evaluation report.
- I wish to attach clarification statements.
- I request a plan for improvement in areas marked "N".
- I agree to develop a required written plan for improvement in areas marked "U".

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

The signature of the counselor shall not be construed to indicate agreement with the opinions of the evaluator. Rather, the signature of the counselor indicates that the counselor has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback of progress toward established improvement goals. Such documents shall bear the signature of both the evaluator and the counselor and shall become a permanent part of this document.

Any written clarification statements offered by the counselor shall bear the signature of both the counselor and the evaluator and shall become a permanent part of this document.

**PROPERTY CHECK-OUT REQUEST**

**1200.04  
(1 OF 1 PAGES)**

---

1. DATE: \_\_\_\_\_
  
2. EMPLOYEE NAME & POSITION: \_\_\_\_\_
  
3. PROPERTY REQUESTED TO BE CHECKED OUT (EACH ITEM REQUIRES A SEPARATE FORM): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. DATE(S) REQUESTED FOR OFF-DISTRICT USE (NOT TO EXCEED FIVE (5) DAYS TOTAL): \_\_\_\_\_  
\_\_\_\_\_
  
5. REASON FOR REQUEST (MUST BE SPECIFIC AND DEMONSTRATE BENEFIT TO STUDENTS OR WILL AUTOMATICALLY BE REJECTED): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. IS THIS A RE-CHECK REQUEST? YES/NO IF SO, PLEASE JUSTIFY BELOW THE NEED FOR CONTINUED USE OF THIS PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Board policy on Employee Use of District Property. If the above request is granted, I agree to abide by the district's terms and conditions of property check-out set forth in that policy. I understand that if I violate these terms in any way, I may be restricted from future check-out of district property.

\_\_\_\_\_  
Signature of Employee

-----  
(SECTION BELOW FOR OFFICE USE ONLY)

Circle One: Request Approved/Denied

\_\_\_\_\_  
Signature of [Site Principal] [Superintendent]

**MANDATORY REFERRAL AND RELEASE OF INFORMATION**

**1200.05  
(1 OF 1 PAGES)**

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As an employee of the District, I understand that I have been referred to the District's Employee Assistance Program (EAP). I understand that I am required to:

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

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

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

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

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referring Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

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

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

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



**EMPLOYEE AFFIRMATION  
OF DRUG AND ALCOHOL TESTING POLICY**

**1200.07  
(1 OF 1 PAGES)**

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(EMPLOYEE)

**AFFIRMATION OF DRUG AND ALCOHOL TESTING POLICY**

As an employee in a safety sensitive position, I affirm that I have received, read and understand the District's Drug and Alcohol Testing Policy, I am aware that I may be required to undergo a drug and/or alcohol screen based upon reasonable suspicion; that I will be informed prior to the drug/alcohol screen; and, that I may be referred to an education and treatment program depending on the results of the drug/alcohol screen. I understand that I may be subject to random drug testing without prior notice. I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the school district.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Representative

\_\_\_\_\_  
Date

**APPLICANT AFFIRMATION  
OF DRUG AND ALCOHOL TESTING POLICY**

**1200.08  
(1 OF 1 PAGES)**

---

STATEMENT OF POLICY

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

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

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

AFFIRMATION OF POLICY

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

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Representative

\_\_\_\_\_  
Date

**RELEASE OF INFORMATION (ALCOHOL/DRUG TESTING)**

**1200.09  
(1 OF 1 PAGES)**

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

\_\_\_\_\_  
Signature of Applicant

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

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

DRUG TESTING PROGRAM

ALCOHOL TESTING PROGRAM

The applicant participated in the alcohol testing program.  
 Yes     No

The applicant participated in the drug testing program.  
 Yes     No

The alcohol program conforms to the testing requirements of 49CFR Part 40.  
 Yes     No

The drug testing program conforms to the testing requirements of 49CFR Part 40.  
 Yes     No

The applicant is qualified under these rules and has not refused to be tested for alcohol or controlled substances.  
 Yes     No

Date the applicant was last tested for controlled substances: \_\_\_\_\_.

Date the applicant was last tested for alcohol: \_\_\_\_\_.

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

\_\_\_\_\_  
Signature of Responsible Party

**REASONABLE SUSPICION REPORT FORM**

**1200.10  
(1 OF 1 PAGES)**

Employee's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Employee's Job Description: \_\_\_\_\_

Date Behavior Observed: \_\_\_\_\_ Time Observed: \_\_\_\_\_

Location Where Behavior Observed: \_\_\_\_\_

Behavior Observed: (Circle all items which apply)

Speech: Normal/Incoherent/Confused/Slurred/Whispering/Silent/Loud/Rapid/Cursing

Balance: Normal/Staggering/Swaying/Falling

Eyes: Normal/Reddened (bloodshot)/Pupils Dilated/Pupils Constricted

Walking/Turning: Normal/Stumbling/Lack of Coordination

Awareness: Normal/Confused/Sleepy/Paranoid/Other \_\_\_\_\_

Employee Comments (please quote remarks, admissions, etc., which are pertinent, such as swearing, cursing): \_\_\_\_\_

\_\_\_\_\_.

Other observed actions or behavior (anything else of relevance, such as odors, vomiting, coughing, gagging, crying, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

**APPLICATION FOR FAMILY/MEDICAL LEAVE**

**1200.11  
(1 OF 6 PAGES)**

---

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Position: \_\_\_\_\_

School or Work Site: \_\_\_\_\_

Beginning date of leave: \_\_\_\_\_

Expected date of return to work: \_\_\_\_\_

Reason for leave request (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

If family leave to care for a seriously ill family member is requested, state:

a. Name of family member: \_\_\_\_\_

b. Relationship of family member to you: \_\_\_\_\_

c. Describe care you will provide: \_\_\_\_\_.

Name, Mailing Address and Telephone Number of Health Care Provider(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

**MEDICAL CERTIFICATION REQUIREMENT**

A leave request, based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent, must be accompanied by a medical certification from an attending health care provider or providers.

**EMPLOYEE'S STATEMENT**

I hereby authorize the School District to contact my health care provider(s) to verify the reason for my requested leave or for any other information concerning my requested family or medical leave. I understand that this authorization will be used only if a medical certification is not received or it is incomplete.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the Superintendent of Schools.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Employee's Immediate Supervisor

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MEDICAL CERTIFICATION STATEMENT**

(Illness of Employee's Family Member. To be completed by health careprovider)

Name of employee: \_\_\_\_\_

Name of family member: \_\_\_\_\_

Relationship of above individual to employee: \_\_\_\_\_

Date condition began: \_\_\_\_\_

Estimate of probable duration of the condition: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

\_\_\_\_\_.

Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency and duration of treatment): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Explanation of the extent to which employee is needed to care for the ill family member: \_\_\_\_\_

\_\_\_\_\_.

Does the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?  
Yes ( ) or No ( ).

Would the employee's presence be beneficial to the care of the family member? Yes ( ) or No ( ).

\_\_\_\_\_  
Name of Health Care Provider (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Type of Medical Practice

\_\_\_\_\_  
Area of Specialization (if any)

**MEDICAL RELEASE**

I authorize the release of any medical information, necessary to process my leave request, by my physical or other health care provider to the School District.

**I understand that the information I authorize for release may contain information that indicates that I have a communicable or venereal disease which may include, but is not limited to, hepatitis, syphilis, gonorrhea or the human immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS).**

\_\_\_\_\_  
Employee/Patient Name (please print)

\_\_\_\_\_  
Employee/Patient Signature

\_\_\_\_\_  
Date



**MEDICAL CERTIFICATION STATEMENT**

(Employee's Own Serious Illness. To be completed by health care provider)

Name of employee: \_\_\_\_\_

Date condition began: \_\_\_\_\_

Estimate of probable duration of the condition: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

\_\_\_\_\_.

Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency and duration of treatment, treatment by other providers and whether in-patient hospitalization is required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Is the employee unable to perform work of any kind? Yes ( ) or No ( ).

If the answer is yes, please explain what types of work employee may perform: \_\_\_\_\_

\_\_\_\_\_.

Is the employee unable to perform the essential functions of his/her job? Yes ( ) or No ( ).

If yes, please provide an explanation of the extent to which employee is *unable* to perform the functions of his/her job: \_\_\_\_\_

\_\_\_\_\_.

\_\_\_\_\_  
Name of Health Care Provider (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Type of Medical Practice

\_\_\_\_\_  
Area of Specialization (if any)

**MEDICAL RELEASE**

I authorize the release of any medical information, necessary to process my leave request, by my physical or other health care provider to the School District.

**I understand that the information I authorize for release may contain information that indicates that I have a communicable or venereal disease which may include, but is not limited to, hepatitis, syphilis, gonorrhea or the human immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS).**

\_\_\_\_\_  
Employee/Patient Name (please print)

\_\_\_\_\_  
Employee/Patient Signature

\_\_\_\_\_  
Date

**APPLICATION FOR FAMILY/MEDICAL LEAVE  
INTERMITTENT LEAVE OR REDUCED SCHEDULE**

**1200.12  
(1 OF 4 PAGES)**

---

Employee Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Position: \_\_\_\_\_

School or Work Site: \_\_\_\_\_

State whether you are requesting intermittent leave or leave on a reduced schedule:

Intermittent Leave

Beginning date of leave: \_\_\_\_\_

Ending date of leave: \_\_\_\_\_

Leave on a Reduced Schedule

Schedule requested: \_\_\_\_\_

Beginning date of revised schedule: \_\_\_\_\_

Date reduced leave expected to terminate: \_\_\_\_\_

Describe the reason for a request of intermittent or reduced leave: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

If leave is based on medical necessity of a family member of the employee, state:

Family Member Name: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

Name and address of Health Care Provider(s): \_\_\_\_\_

\_\_\_\_\_.

**APPLICATION FOR FAMILY/MEDICAL LEAVE  
INTERMITTENT LEAVE OR REDUCED SCHEDULE**

**1200.12  
(2 OF 4 PAGES)**

---

**EMPLOYEE'S STATEMENT**

I hereby authorize the School District to contact my health care provider to verify the reason for my requested leave or for any other information concerning my requested family or medical leave if the medical certification has not been received or has not been fully completed.

I understand that a failure to return to work at the end my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the Superintendent of Schools.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Employee's Immediate Supervisor

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPLICATION FOR FAMILY/MEDICAL LEAVE  
INTERMITTENT LEAVE OR REDUCED SCHEDULE**

**1200.12  
(3 OF 4 PAGES)**

---

**MEDICAL RELEASE**

I authorize the release of any medical information, necessary to process my leave request, by my physical or other health care provider to the School District.

**I understand that the information I authorize for release may contain information that indicates that I have a communicable or venereal disease which may include, but is not limited to, hepatitis, syphilis, gonorrhea or the human immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS).**

\_\_\_\_\_  
Employee/Patient Name (please print)

\_\_\_\_\_  
Employee/Patient Signature

\_\_\_\_\_  
Date

**APPLICATION FOR FAMILY/MEDICAL LEAVE  
INTERMITTENT LEAVE OR REDUCED SCHEDULE**

**1200.12  
(4 OF 4 PAGES)**

---

**HEALTH CARE PROVIDER CERTIFICATION**

(Intermittent or Reduced Leave Schedule)

(To be completed by health care provider)

Name of employee: \_\_\_\_\_

Name of family member (if leave is to care for family member): \_\_\_\_\_

Date condition began: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

---

I hereby certify that the intermittent leave or reduced leave requested by the employee is medically necessary for the following reasons: \_\_\_\_\_

---

The expected duration of the requested leave is \_\_\_\_\_

The schedule for the leave is \_\_\_\_\_

Is the leave necessary to care for a child, parent or spouse who has a serious health condition or will it assist the family member's recovery? Yes ( ) or No ( ).

Please underline and initial the applicable section if the answer to the above is yes.

\_\_\_\_\_  
Name of Health Care Provider (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Type of Medical Practice

\_\_\_\_\_  
Area of Specialization (if any)

**NOTICE OF INTENTION TO RETURN FROM LEAVE**

**1200.13  
(1 OF 1 PAGES)**

---

Employee Name: \_\_\_\_\_

Principal or Supervisor: \_\_\_\_\_

Date Leave Commenced: \_\_\_\_\_

Date of Planned Return: \_\_\_\_\_

I understand that my reinstatement is subject to the following conditions:

- a. As a condition of reinstatement, I must provide a written certification from my health care provider that I am able to resume working and can perform, with or without reasonable accommodation, the essential functions of my position.
- b. I understand that every attempt will be made to restore me to my original position. However, if my original position is unavailable, I will be placed in an equivalent position with equivalent pay and benefits. (This section may not apply to key employees.)
- c. I understand that as an employee returning from family or medical leave, I shall not be entitled to the accrual of any time of employment benefits during my period of leave.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**STATEMENT OF HEALTH CARE PROVIDER**

I have examined \_\_\_\_\_ and can certify that he/she is fully able to resume working. If not fully able to perform job, please attach a statement explaining the employee's fitness to return to work.

\_\_\_\_\_  
Name of Health Care Provider (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUEST FOR EXTENDED UNPAID LEAVE OF ABSENCE**

**1200.14  
(1 OF 1 PAGES)**

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Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Assigned School \_\_\_\_\_

Reason for Requested Leave (attach any supporting documents): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

I hereby request an extended unpaid leave of absence from the School District. I request that my leave commence on \_\_\_\_\_ and terminate on \_\_\_\_\_. (Note: Leaves may not extend beyond June 30 of the school year in which such leave is granted. See the School District Extended Leave of Absence Policy for details.)

I UNDERSTAND THAT I MUST MAKE A WRITTEN APPLICATION TO RETURN AT LEAST FOURTEEN (14) CALENDAR DAYS PRIOR TO MY LEAVE TERMINATION DATE OR I WILL BE DEEMED TO HAVE RESIGNED.

I understand that if I return to my employment with the School District at the expiration of my leave, I am not guaranteed the same position or assignment as when my leave commenced.

I understand that my request for an extended leave of absence, the leave itself and the return from the leave are governed by the School District Extended Leave of Absence Policy, a copy of which is hereby acknowledged, and that any construction or interpretation of such policy shall be made solely by the Board of Education and that construction or interpretation is conclusive and binding on me.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



**AUTHORIZATION AND RELEASE – FELONY RECORDS SEARCH**

**1200.15  
(1 OF 2 PAGES)**

---

This Authorization and Release is executed under penalty of perjury on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_, by \_\_\_\_\_, an applicant for employment ("Applicant") with the School District.

Applicant understands that the School District's receipt of a clear national felony record search of his/her name and fingerprints is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of a national felony record search of Applicant's name and fingerprints.

Applicant hereby releases Applicant's felony record search results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt and use of the search results.

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

Applicant also agrees to truthfully answer the following questions:

<b>HAVE YOU EVER:</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
A. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	_____	_____
B. Been convicted of a state or federal felony offense?	_____	_____
C. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	_____	_____
D. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____

Applicant understands that if Applicant is hired by the School District prior to receipt of the results of the felony record search, Applicant will be classified as a temporary employee until notified



**AUTHORIZATION AND RELEASE  
NATIONAL FELONY RECORDS SEARCH**

**1200.16  
(1 OF 2 PAGES)**

---

This Authorization and Release is executed under penalty of perjury on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_, by \_\_\_\_\_, an employee ("Employee") of the School District.

Employee understands that the School District's receipt of a clear national felony record search of his/her name and fingerprints has been requested by the Superintendent and/or Board of Education. Employee hereby releases his/her felony record search results to the School District. Employee hereby releases the School District of any and all liability relating to its request for, receipt and use of the search results.

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

Employee also agrees to truthfully answer the following questions:

<b>HAVE YOU EVER:</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
A. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	_____	_____
B. Been convicted of a state or federal felony offense?	_____	_____
C. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	_____	_____
D. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____

Employee understands that if the felony record search reveals a prior felony offense conviction or if Employee provides a false response to one or more of the above questions, then Employee's employment by the School District will be reviewed to determine whether there is a basis for non-reemployment or dismissal. In any event, the Board of Education



**TRAVEL AND EXPENSE VOUCHER**

**1200.17  
(1 OF 1 PAGES)**

**EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

**DISTRICT TRAVEL & EXPENSE VOUCHER**  
(Complete applicable items and submit to approval authority)

NAME \_\_\_\_\_ SS# \_\_\_\_\_  
Teaching Assignment \_\_\_\_\_ Site Code \_\_\_\_\_  
NAME & DATE OF EVENT ATTENDED \_\_\_\_\_ (If claim is for multiple trips,  
attach breakdown sheet)

TRAVEL:  
Private Auto: Mileage \_\_\_ Miles @ .36 cents per mile \$ \_\_\_\_\_ Air: Fare (attach copy) .....  
Other:.....  
Sub-Total \$

EXPENSES: (Attach verification receipts)  
HOTEL or MOTEL \_\_\_ days @ \_\_\_\_\_ \$  
REGISTRATION: (Do not include membership) .....  
GROUND TRANSPORTATION.....  
MEALS & TIPS.....  
MISCELLANEOUS .....

Signature certifies claim information

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved for payment Claimant

Superintendent

**SECTION 1300**  
**FORMS APPENDIX:**  
**STUDENTS**

**PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE**

**1300.01  
(1 OF 1 PAGES)**

---

TO: \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(School)

I am the parent with legal custody or the legal guardian of \_\_\_\_\_, a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the school nurse, the School Secretary, the School Principal, or \_\_\_\_\_ (an employee of the School District designated by the school nurse, the principal, and me) to:

- ( ) Administer \_\_\_\_\_, a non-prescription medication which I am hereby supplying you, in accordance with the written instructions of the child's physician which is attached hereto.
- ( ) Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.
- ( ) Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

I understand that under the state law, the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized.

\_\_\_\_\_  
Name of Parent/Guardian w/Legal Custody

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**PARENTAL AUTHORIZATION  
FOR STUDENT SELF-ADMINISTRATION  
OF INHALED ASTHMA MEDICATION**

**1300.02  
(1 OF 1 PAGES)**

---

The undersigned, \_\_\_\_\_, (“Parent”) is the parent or legal guardian of \_\_\_\_\_, (“Student”) who attends \_\_\_\_\_ School.

By Parent’s signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer inhaled asthma medication pursuant to the guidelines set forth in District Policy.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy, *Student Self-Administration of Inhaled Asthma Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer inhaled asthma medication at school.
3. Parent has provided to the District a written statement from Student’s physician indicating that Student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication.
4. Parent acknowledges the following statement:  

**“The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.”**
5. Parent has read, understands and agrees to the provisions and regulations of District Policy, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer inhaled asthma medication at school.
6. Parent has been given a copy of District Policy, *Student Self-Administration of Inhaled Asthma Medication*; a copy of District Policy, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



**PARENTAL AUTHORIZATION  
FOR STUDENT SELF-ADMINISTRATION  
OF ANAPHYLAXIS MEDICATION**

**1300.03  
(1 OF 1 PAGES)**

---

The undersigned, \_\_\_\_\_, (“Parent”) is the parent or legal guardian of \_\_\_\_\_, (“Student”) who attends \_\_\_\_\_ School.

By Parent’s signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer anaphylaxis medication pursuant to the guidelines set forth in District Policy.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy, *Student Self-Administration of Inhaled Asthma Medication and Anaphylaxis Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer anaphylaxis medication at school.
3. Parent has provided to the District a written statement from Student’s physician indicating that Student has anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of anaphylaxis medication.
4. Parent acknowledges the following statement:

**“The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.”**

5. Parent has read, understands and agrees to the provisions and regulations of District Policy, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer anaphylaxis medication at school.
6. Parent has been given a copy of District Policy, *Student Self-Administration of Inhaled Asthma Medication and Anaphylaxis Medication*; a copy of District Policy, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**STUDENT CONTRACT AND APPLICATION  
FOR SCHOOL INTERNET ACCESS**

**1300.04  
(1 OF 2 PAGES)**

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**Internet Safety Agreement**

The following is a contract between the student, parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

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

As a student I agree to the following terms and conditions:

1. I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
2. I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
3. I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.
4. I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
5. I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
6. I will not use the Internet in a way that would disrupt the use of the network by others.
7. I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
8. The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
9. If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
10. Vandalism of any kind is prohibited.

**STUDENT CONTRACT AND APPLICATION**

**FOR SCHOOL INTERNET ACCESS**

**1300.04**  
**(2 OF 2 PAGES)**

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11. These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.

12. I understand access to the Internet through the school network is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the above forms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# STUDENT DRUG TESTING CONSENT FORM

1300.05  
(1 OF 1 PAGES)

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## Statement of Purpose and Intent

Participation in school sponsored extra-curricular activities at the School District is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extra-curricular activities on behalf of the School District. For the safety, health, and well being of the student, the District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent Form for use by all participating students at the middle school and high school levels.

## Participation in Extra-Curricular Activities

Each Activity Student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent Form which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample: a) as part of their annual physical or for eligibility for participation; b) as chosen by the random selection basis; and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

\_\_\_\_\_  
Student's Name

I understand after having read the "Student Activity Drug Testing Policy" and "Student Drug Testing Consent Form," that, out of care for my safety and health, the District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of an extra-curricular interscholastic activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

I have read and understood the District "Activity Student Drug Testing Policy" and "Student Drug Testing Consent Form." I desire that the student named above participate in the extra-curricular interscholastic programs of the District and I hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

\_\_\_\_\_  
Signature of Parent or Custodial Guardian

\_\_\_\_\_  
Date

**SECTION 1400**  
**FORMS APPENDIX:**  
**PUBLIC, PATRONS & PARENTS**

**REQUEST TO ADDRESS BOARD OF EDUCATION**

**1400.01  
(1 OF 1 PAGES)**

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I request permission to address the Board of Education on the following topic: \_\_\_\_\_

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I have seen, read, understand and agree to abide by the District policy on addressing the Board at Board meetings.

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Name (please print)

---

Signature

---

Date

---

Telephone number

---

Address



**SCHOOL FACILITIES USE CONTRACT**

**1400.02  
(2 OF 2 PAGES)**

8. Special Services/Equipment: School District agrees to provide the following special services equipment:

<u>Item</u>	<u>Additional cost</u>	<u>Initialed</u>
-------------	------------------------	------------------

(No special services/equipment will be provided unless the above is completed)

9. Agreed User Charge (Including special services/equipment):  
\$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

The balance of the user charge MUST BE PAID AT LEAST 72 HOURS IN ADVANCE OF DATE OF USAGE. If not paid, the facility will not be opened.

10. Organization agrees to provide proper crowd control/security.

**The undersigned acknowledge receipt of the School District's rules and regulations governing the use of school buildings/facilities and agree to comply with said rules and regulations.**

ANY ADDITIONAL TERMS AND CONDITIONS ATTACHED HERETO ARE A PART OF THIS CONTRACT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

ORGANIZATION

SCHOOL DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Organization/Responsible Person warrants and represents that it is authorized to sign this agreement and by signing this agreement binds itself, its affiliates, members, successors and assigns. "This agreement is terminable at the will of the School District upon thirty (30) days advance notice."



**REQUEST FOR ADDITIONAL SCHOOL EMPLOYEES**

**1400.03  
(1 OF 1 PAGES)**

CUSTODIANS

Number needed: \_\_\_\_\_  
Rate of pay: \_\_\_\_\_ (per hour)  
Number of hours to be worked: \_\_\_\_\_

FOOD SERVICE WORKERS

Number needed: \_\_\_\_\_  
Rate of pay: \_\_\_\_\_ (per hour)  
Number of hours to be worked: \_\_\_\_\_

LIGHTING TECHNICIANS

Number needed: \_\_\_\_\_  
Rate of pay: \_\_\_\_\_ (per hour)  
Number of hours to be worked: \_\_\_\_\_

SOUND TECHNICIANS

Number needed: \_\_\_\_\_  
Rate of pay: \_\_\_\_\_ (per hour)  
Number of hours to be worked: \_\_\_\_\_

OTHERS

Types of Workers: \_\_\_\_\_  
Number needed: \_\_\_\_\_  
Rate of pay: \_\_\_\_\_ (per hour)  
Number of hours to be worked: \_\_\_\_\_

Organization agrees that the selection, approval and assignment of additional employees requested by Organization and/or the District shall be made exclusively by the District. Organization further agrees that compensation of any additional approved employees shall be made by Organization prior to the event.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

ORGANIZATION

SCHOOL DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**RULES FOR KITCHEN AND DINING ROOM USE**

**1400.04  
(1 OF 1 PAGES)**

---

1. If the organization is to use any working kitchen equipment a cook must be hired. The cook will be responsible for the kitchen cleanup. The cook will be paid an hourly wage.
2. If the lunchroom supervisor and organization deem it not necessary to hire a cook. The organization is responsible for cleanup of all utensils used and the kitchen.
3. The organization is responsible for the setup and cleanup of the dining room.
4. Any organization which does not cleanup the dining or kitchen area will be charged a \$50.00 cleanup fee.
5. Any organization which uses any working equipment in the kitchen after the determination that they would not use the equipment will be banned from the use of the lunchroom for at least one year.
6. Any problems in regard to breakage, maintenance, or mechanical difficulties should be reported in writing the next working day following the activity.

I agree to hire a cook for the event scheduled on \_\_\_\_\_ at \$ \_\_\_\_\_ an hour.

I will not need a cook for the event scheduled on \_\_\_\_\_.

I, \_\_\_\_\_, have read the rules above and agree to follow the rules for the use of the lunchroom.

\_\_\_\_\_/\_\_\_\_\_  
Organization      Responsible Person      Lunchroom Supervisor

**CITIZEN'S REQUEST FOR RECONSIDERATION  
OF EDUCATIONAL MATERIALS**

**1400.05  
(1 OF 2 PAGES)**

---

Your Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Material: \_\_\_\_\_ Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher (If Known): \_\_\_\_\_

After reviewing the material in its entirety, please answer these questions:

To what in the material do you object? Please be specific, citing pages, quotes, etc.: \_\_\_\_\_

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For what age group would you recommend this material? \_\_\_\_\_

Is there anything good about this material? \_\_\_\_\_

Are you aware of the judgement of this material by professional critics? \_\_\_\_\_

What would you like your school to do about this material? Check any that apply.

Do not assign it to my child \_\_\_\_\_

Withdraw it from all students \_\_\_\_\_

Other \_\_\_\_\_ Please explain: \_\_\_\_\_

---

Signature of Complainant

---

Date

**CITIZEN'S REQUEST FOR RECONSIDERATION  
OF EDUCATIONAL MATERIALS**

**1400.05  
(2 OF 2 PAGES)**

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(FOR OFFICE USE ONLY)

**Librarian, Review Committee Chairman**

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Principals/Superintendent**

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**School Board**

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRIEVANCE FORM – DISCRIMINATION CLAIM**

**1400.06  
(1 OF 2 PAGES)**

---

1. Name and Address of Charging Party (Grievant):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Date: \_\_\_\_\_

3. Phone numbers where I may be reached:

Home \_\_\_\_\_

Office \_\_\_\_\_

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please identify any documents or other materials which support your grievance. If documents are in your possession, please attach copies to this grievance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please identify what action or relief you are seeking as a result of this grievance.

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT THE DISTRICT'S SECTION 504 COORDINATOR FOR ASSISTANCE OR ACCOMMODATION.

**PUBLIC RECORD ACCESS REQUEST  
OKLAHOMA OPEN RECORDS ACT**

**1400.07  
(1 OF 1 PAGES)**

---

TO: Board of Education

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records:

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(Describe records as specifically as possible, attach additional sheets if necessary)

2. The undersigned requests access to the foregoing records for the following purpose:

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3. If copies of the documents are requested, the undersigned agrees to pay \_\_\_\_\_ per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes, the undersigned agrees to pay a search fee of \$\_\_\_\_\_per hour.

4. The undersigned is acting as representative or agent for\_\_\_\_\_.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

Received by  
\_\_\_\_\_ School District  
on \_\_\_\_\_, 20 .  
Record Request No.\_\_\_\_\_.

1. *To be filled out by the Sponsor and given to the Building Principal for review and approval.*

School name \_\_\_\_\_

Organization/class name \_\_\_\_\_

Purpose for fund-raising \_\_\_\_\_

Proposed date of fund-raising \_\_\_\_\_

Initial expense \_\_\_\_\_

Private company organization wishes to use (if any) \_\_\_\_\_

Profit Margin \_\_\_\_\_

Estimated profit (after expenses) \_\_\_\_\_

Calendar approval \_\_\_\_\_

Estimated length of fund-raiser \_\_\_\_\_

Comments \_\_\_\_\_

---

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Date of Approval



**PROPOSAL FOR FUNDRAISING**

**1400.08**  
**(2 OF 2 PAGES)**

- 
2. *To be filled out by the sponsor after fund raising and given to the Principal and Activity Fund Custodian for audit purposes.*

Profit obtained (after expenses) \_\_\_\_\_

Total losses (if any) \_\_\_\_\_

Reason for losses - include donations \_\_\_\_\_

Itemized expenses (attach additional sheets if necessary) \_\_\_\_\_

\_\_\_\_\_  
Received By:

\_\_\_\_\_  
Date

**SECTION 1500**  
**JOB DESCRIPTIONS**

# **SUPERINTENDENT**

**1500.01**

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**TITLE:** Superintendent of Schools

**QUALIFICATIONS:** Valid Oklahoma Teaching/Superintendent Certificate

**REPORTS TO:** Board of Education

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs, facilities, services and financial stability for the district.

## **PERFORMANCE RESPONSIBILITIES:**

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Works to maintain program of public relations to keep the public informed of the activities and needs of the school district.
5. Oversees and assumes responsibility for the district's grounds and maintenance program.
6. Oversees and assumes responsibility for the district's transportation program.
7. Oversees and assumes responsibility for the district's child nutrition program.
8. Assumes direct operational responsibility for required functions of the district.
9. Attends and participates in all regular and special meetings of the Board.
10. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
11. Assumes responsibility for the overall financial planning of the district and for, in coordination with school auditors, the preparation of the annual budget, and submits it to the Board for review and approval.
12. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
13. Evaluate building principals as required by law.
14. Files, or causes to be filed, all reports required by the state and federal government.
15. Makes recommendations to the Board for the selection of personnel of the district.
16. Makes assignments and transfers of all employees in keeping with their qualifications.
17. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
18. Implements support and certified employment practices in accordance with Oklahoma law.
19. Acts as the official representative for Federal/State Programs as required .
20. Directs employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
21. Supervises methods of teaching, supervision, and administration in effect in the school.
22. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
23. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
24. Defines educational needs and formulates policies and plans for recommendation to the Board.
25. Makes administrative decisions within the school necessary to the proper function of the school district.
26. Accepts responsibility for scheduling the use of buildings and grounds by all groups and/or organizations.
27. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, supplies, etc.
28. Approves vacation schedules for all salaried district employees.
29. Conducts periodical district administration meetings.
30. Has the authority to close school in case of emergency, inclement weather, etc.
31. Performs such other tasks as may be assigned by the Board.

**TITLE:** Building Principal

**QUALIFICATIONS:** Valid Oklahoma Principal's Certificate required

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required and appropriate to the school's administration.
6. Works with various members of the central administrative staff to solve school problems such as transportation, special services, federal and state programs, and the like.
7. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
8. Maintains active relationships with students and parents.
9. Budgets school time to provide for the efficient conduct of school instruction and business.
10. Supervises the school's educational program including, but not limited to: class schedule, state testing program, alternative education, vocational programs, career tech. participation, etc.
11. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
12. Programs classes/schedule to meet student needs and supervises the preparation of student schedules.
13. Assists in the development, revisions, and evaluation of the curriculum.
14. Supervises the guidance program to enhance individual student education and development.
15. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
16. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
17. Ensures that all policies are adhered to in the management of the school's activity funds.
18. Supervises the maintenance of accurate records on the progress and attendance of students.
19. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
20. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
21. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the his/her particular building
22. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
23. Supervises the school's teaching process.
24. Approves the master teaching schedule and any special assignments.
25. Orients newly assigned staff members and assists in their development, as appropriate.
26. Evaluates and counsels all staff members regarding their individual and group performance.
27. Conducts meetings of the staff as necessary for the proper functioning of the school.
28. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
29. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
30. Makes arrangements for special conferences between parents and teachers.

31. Assumes responsibility for the safety and administration of the school plant.
32. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
33. Plans and supervises fire drills, tornado drills, intruder, and lockdown drills as part of an emergency preparedness program.
34. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
35. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
36. Supervises all activities and programs that are outgrowths of the school's curriculum.
37. Supervises and evaluates the school's extracurricular program.
38. Participates in principals' meetings and such other meetings as are required or appropriate.
39. Cooperates with college and university officials regarding teacher training and preparation.
40. Responds to written and oral requests for information.
41. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
42. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material
43. Serves as a member of such committees and attends such meetings as directed to by the superintendent.
44. Is available and provides input for special education issues that might arise, including, IEP meeting attendance.
45. Performs other duties as directed by the Superintendent.

**TITLE:** Director of Athletics

**QUALIFICATIONS:** Oklahoma teacher certification required.

**REPORTS TO:** Superintendent/Principals of building where activities occur.

**SUPERVISES:** In coordination with building principals, supervises district Athletic Coaches and others involved in school athletic programs.

**JOB GOAL:** To provide for overall leadership and coordination among the various sports to facilitate programs that provides students worthwhile learning experiences. Encourage and promote participation of large numbers of students in competitive sports. Develop superior standards of sportsmanship, competitive spirit, and moral character. Recognize the principle that an acceptable standard of class work and general school behavior is a prerequisite to representation of the school on interscholastic teams.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible to the Superintendent of Schools and the Board of Education for compliance with Title IX of the Education Amendments of 1972 insofar as Title IX concerns school sponsored sports.
2. Responsible to the Superintendent of Schools and works in consultation with the Principal in supervising the athletic programs.
3. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Oklahoma Secondary School Activities Association (OSSAA).
4. Serves as school liaison to parent support groups and booster clubs. Serves as liaison between the coaches and the Athletic Booster Club.
5. Monitor fund-raisers by athletic programs.
6. Works closely with the district encumbrance clerk to ensure revenue, expenditures and documentation are accurate.
7. In coordination with building principals, observes and evaluates coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations. Shall assist in the selection of new coaches if directed to do so.
8. Supervises all athletic facilities and schedules practice use and recommends maintenance repairs.
9. Responsible for the development of all interscholastic game schedules supported by a copy of the contract in his files and approve the publication of all schedules.
10. Responsible for contracting all game officials.
11. Interprets Board Policy to the extent necessary to provide guidance for the schools and coaches.
12. Seeks and finds ways for supporting and financing the athletic programs.
13. Makes arrangements for all interscholastic events such as transportation, lodging and meals, when required.
14. In coordination with the building principal, serves as a Tournament Manager for all Conference, District, and State activities that are assigned to the school district.
15. Attends athletic contests (when not involved in a school activity) and/or arranges for proper supervision of home and/or away athletic contests and activities by administrative personnel.
16. Sends reminders of coming events to schools and officials.
17. In coordination with the building principal, informs visiting teams and officials of the pertinent details of their participation – time schedule, dressing facilities, etc.
18. Responsible, along with principal and superintendent, after consulting the Head Coach, for the cancellation or postponement and communication with patrons of contracted contests because of non-playing conditions.
19. Supervises/schedules the public address system operations at home games.
20. Maintains, in coordination with the building principals, a permanent file of players' medical examinations, insurance forms, records, consent forms, payments, etc.

21. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter- persons, etc.
22. Maintains a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "Due Process."
23. In coordination with building principal, responsible for determining scholastic eligibility of all candidates for athletic teams on a semester basis and informing coaches of a players eligibility.
24. Coordinates with respective Principals' offices the coaches' requests to attend coaching clinics at Board of Education expense.
25. Coordinates the use of all athletic facilities in the school district with the respective building principals and superintendent by groups outside the school.
26. Responsible for game management and the scheduling of workers for all home interscholastic contests. When admission is charged, the AD is responsible for the safekeeping and deposit of gate receipts with activity fund clerk.
27. In coordination with coaches, provides for the cleaning, repairing and storing of all athletic equipment and maintaining a perpetual inventory of all athletic equipment.
28. Establishes procedures for the control of the training room.
29. Arranges for medical doctors and/or ambulances as necessary at all home varsity football games and large athletic events as needed.
30. In coordination with the building principal, coaches and booster club, plans, organizes and supervises all athletic awards programs with the coaches.
31. Promotes publicity for all interscholastic sports and assists the school and/or booster clubs in obtaining from the visiting teams the information to be included in game programs.
32. Coordinates with the superintendent and maintenance/custodial staff the repair and maintenance of varsity athletic facilities.
33. In coordination with coaches, receives/request equipment quotations and requisitions and/or purchases athletic programs supplies and equipment once approval is given.
34. Represents with coaches, the school in all athletic business at League, Conference and State meetings.
35. Responsible for scheduling athletic physical examinations in accordance with the requirements of the State High School Association.
36. Responsible for the operation and organization of the press boxes, officials' tables, etc.
37. Assists the administration in the preparation and distribution of complimentary passes.
38. Constantly evaluates the program, seeking ways of improving interscholastic athletics.
39. Acts as consultant to the administration and coaching personnel on matters pertaining to the athletic program.
40. Presents recommendations for changes in athletic policies to the Superintendent of Schools.
41. Performs such other duties as Superintendent or designee may deem necessary.

**Job Title:**

Agricultural Education Instructor

**Job Description:**

The agricultural education instructor is employed by the local school district to teach agricultural education courses offered by the local district and approved by the Oklahoma Department of Career and Technology Education and the State Department of Education. The agricultural education instructor is to assist and supervise all students in developing a Supervised Agricultural Experience (SAE). In addition, the agricultural education instructor will serve as advisor of the local FFA chapter and promote FFA activities as an integral part of the agricultural education experience. Finally, the agricultural education instructor is encouraged to promote and offer adult education to the community.

**Duties:**

1. Instructor will maintain an active advisory committee. The committee will officially meet at least once annually to discuss the direction of the program. A record of the minutes should be kept on file.
2. Instructor will supervise student's SAEs through school based, worksite, and/or home visits. Also, the instructor will provide feedback and direction to the student's SAE.
3. The instructor will serve the educational needs of the students in grades 8-12 by providing the latest knowledge and skills associated with the area being taught. The instructor will also provide the opportunity for students to obtain a state recognized level of achievement.
4. The instructor will be provided 1 hour of planning and 1 hour of supervision of student's SAEs. It is recommended that the hour of supervision be placed at the end of the school day. This will allow the instructor additional daylight hours to make worksite and home supervisory visits.
5. The instructor is a full-time, 12-month employee and will teach only approved agricultural education courses.
6. The instructor should provide various adult education courses for the local community supporters and patrons.
7. The instructor will outline a summer calendar detailing FFA activities, judging contests, and/or livestock shows that he/she will be attending. The summer calendar should also include the instructor's scheduled vacation.
8. The instructor will maintain an active program during the summer. The instructor will continue to supervise students SAEs. The instructor will promote student attendance and provide transportation for students to attend FFA leadership activities, summer field days, and/or livestock events and shows. In addition, the instructor should work with the local community on projects or activities. Also, the instructor will attend professional development.
9. Two weeks' vacation time will be earned each year. In lieu of two weeks' vacation time, three weeks each year may be allowed for professional improvement if requested by local school authorities and approved by the state program administrator for Agricultural Education.
10. The local school district will abide by State Rules and Regulations in regard to course enrollment numbers in agricultural education courses.
11. The instructor will provide opportunities for students to participate and be active in the local FFA chapter.
12. The instructor will submit all reports required by the Oklahoma Department of Career and Technology Education and FFA office in a timely manner.



## **Custodian Job Requirements**

**Title:** Custodian

**Reports to:** Superintendent/Building Principal

**Contract Length:** 260 days

**Salary:** Commensurate with experience

**Benefits:** Insurance benefit/Paid holidays available

### **General Summary**

Under the general supervision of the Superintendent/Building Principal, the Custodian has the primary responsibility for cleaning his/her assigned area in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow cleaning checklists for his/her assigned area. The custodian may also be responsible for performing additional duties not stipulated below.

### **Areas that May be Assigned**

- Classrooms (High School, Middle School, Elementary School)
- Hallways/Entries/Lobbies
- Gymnasiums
- Multipurpose Building
- Restrooms
- Locker Rooms
- Weight Rooms
- Field House
- Stair Cases
- Offices
- Storage/Custodial Closets/Hospitality Rooms
- Libraries
- Computer Labs
- Band Rooms
- Vocal Rooms
- Stage
- Science Labs
- FACS Kitchen/Classroom
- IETV Room
- Ag Building
- Football Press Box
- Concession Stands

### **Essential Functions:**

Follows and completes the provided task check sheet. These duties include, but are not limited to:

1. Collects and bags all garbage from the center, placing the bags in a dumpster.
2. Routinely disinfects and cleans garbage and trashcans, and changes bags daily.
3. Clean interior and exterior glass doors.
4. Damp mop or wipe baseboards as needed.
5. Clean light fixtures. Remove bugs and debris from fixtures.
6. Washes and sanitizes bathrooms and fixtures daily with disinfectant that is provided.
7. With training provided, must be able to strip, clean, buff, apply floor sealer and floor finish to tile floors.

8. Be prepared to come in early and remove snow and ice from entryways and sidewalks.
9. Clean and sanitize bathrooms/locker rooms using established practices and procedures.
10. Assist with the setup and breakdown of facilities for meetings, classrooms, conferences, events, etc.
11. Using cleaning solution, wet mops/auto scrubs all tile floors daily.
12. Washes windows (inside and outside) and walls using cleaning solution as needed.
13. Vacuums all carpeting/mats daily.
14. With training provided, must be able to clean carpets with a carpet extractor.
15. Move, furniture, equipment, supplies, tools, etc. on an incidental basis.
16. Lock and unlock buildings as needed.
17. With training provided, must be able to use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees, etc. for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
18. Sweeps and clears entrance spaces, daily.
19. Launder cleaning rags, mop heads and dust mops.
20. Dusts, washes and sanitizes other surfaces as specified in schedule.
21. Performs other cleaning duties as specified in schedule.
22. Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
23. Changes light bulbs, as needed.
24. Reports the following to the Superintendent/Building Principal, or designated staff person:
  - A. Presence of animals, vermin or insects.
  - B. Need for cleaning supplies or equipment repair in advance.
  - C. Water leaks, and other maintenance needs.
  - D. All other health and safety hazards noticed.
25. Participates in emergency drills and environmental safety activities, as requested.
26. Attend to emergencies when needed.
27. Assist with inventory control and security.
28. Pick up trash on the exterior of assigned areas.
29. Attends and participates in school provided trainings.
30. Must be able to communicate cordially and effectively with school employees, students and patrons.
31. Must be able to pass a physical exam if required.
32. Physical Requirements: 35 lbs lifting, 35 lbs pushing/pulling, bending, stooping and squatting.
33. Performs summer cleaning and maintenance task as assigned by Superintendent or Building Principal.
34. Performs other duties as assigned.

***NOTE:** The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

